

**Report of the Director and Trustees**  
**and Financial Statements**  
**for the year ended 31 March 2022**  
**for**  
**Sutton Opportunity Pre-School**

**Sutton Opportunity Pre-School**  
**Contents of the Financial Statements**  
**for the Year Ended 31 March 2022**

Page	
1	Company Information
2	Report of the Trustees
6	Independent Examiners Report
7	Statement of Financial Activities
8	Balance Sheet
9	Notes to the Financial Statements

**Sutton Opportunity Pre-school**

**Company Information**  
**For the year to 31 March 2022**

**CHARITY NUMBER:**

1132408

**COMPANY REGISTRATION NO:** 05804311

**TRUSTEES:**

Mrs A Wood – Chairperson  
Miss D Grindrod – Company Secretary

Mrs M Deane  
Mrs E Bender

Mrs F Grindrod

Mrs C Rayner

Mrs Z Walker

Mrs L Francis

Mr D Heighes -- Appointed June 2021

Mr J Malla -- Appointed December 2021

**ADDRESS:**

Wallington Academy Nursery Building Army  
Johnson Children's Centre  
Brabazon Avenue  
Wallington  
Surrey  
SM6 9ET

**ACCOUNTANTS**

Freshwater Associates Ltd  
Chartered Certified Accountants and Registered Auditors  
Sutton  
1 Gemini Court, 42a Throwley Way  
Surrey  
SM1 4AF

**BANKERS**

Barclays Bank  
161 Woodcote Road  
Wallington  
SM6 0NF



## Sutton Opportunity Pre-school

### Report of the Trustees

For the year to 31 March 2022

### Structure, governance and management

Sutton Opportunity Pre-School is constituted by Trust Deed dated July 1990 and is a registered charity. The pre-school adopted the Pre-School Learning Alliance model 'Memorandum and Articles of Association' on 11 July 2006 and was incorporated as a private limited company (No. 5804311) under The Companies Act 1985 to 1989 Companies Limited by Guarantee and not having share capital on 3 May 2006.

The Trustee/Directors for the period were:

Mrs A Wood – Chairperson  
Miss D Grindrod – Company Secretary

Mrs M Deane

Mrs E Bender

Mrs F Grindrod

Mrs C Rayner

Mrs Z Walker

Mrs L Francis

Mr D Heighes -- Appointed June 2021

Mr J Malia -- Appointed December 2021

### Objectives and Activities

Our Development Priorities for 2021-22 were the following:

#### A Outcomes

A1 Ofsted evaluation as Outstanding maintained.

A2 Successfully convert to a Charitable Incorporated Organisation.

#### B Curriculum

B1 To enhance staff skills in developing communication.

B2 To develop the pre-school curriculum to better support our more able children in reaching early learning goals.

#### C Management

C1 Continue to pursue external funding sources for training and resources.  
C2 To enhance pre-school presence within Sutton high-level networking functions such as High Needs Funding Review.



## Sutton Opportunity Pre-school

### Actions/Outcomes

A1

- The pre-school has yet to have another Ofsted inspection in this financial year however measures have been put into place to support the maintenance of an 'Outstanding' inspection should it appear such as moving to a new improved site, increased quality and quantity of SEF evidence, detailed Development Plan and consistent training schedules for staff.

A2

- Despite the COVID-19 pandemic testing the pre-school financially, the decision to move the pre-school to a new site has provided the pre-school with lower overheads and more financial stability then could have been achieved at the Grange. This combined with access now to full funding for the SEND children and grant-funding for some larger projects, which the pre-school would otherwise be unable to complete, has allowed the pre-school to finish the year financially stable.

B1

- Staff have attended a Gina Davies Autism Awareness course which is designed primarily to communicate and engage with Children on the Autistic spectrum, along with delivering sessions which are embedded in the Pre-School routine. This has also been adapted to provide small group activities for all children to develop communication.
- Unfortunately COVID 19 has affected the level of training that Practitioners have been able to access, hopefully more courses and opportunities will be available in the next academic year.

B2

- Development of our mainstream curriculum is ongoing, in house training and better use of the Tapestry software informs practitioner's next steps. Hopefully further training opportunities will be available in the next academic year, again due to COVID 19 there has been very limited training available.

C1

- The management team and committee board are always on the lookout for viable external funding sources to enable them to better support the pre-school in future endeavours. This financial year has seen the pre-school utilise 2 grant funds to support the financial stability and project management of the pre-school and this is due to continue in the next financial year.

C2

- The pre-school manager has requested direct involvement with the High Needs Funding Review being carried out by London Borough of Sutton. Pre-school will also be re-evaluating leadership roles in the next financial year in order to better distribute the manager's time towards higher level network functions.

### Activities

During the course of the year, the number of children on roll decreased from 54 to 46 children. As with the previous financial year, Sutton Opportunity Pre-School's growing reputation as high-quality providers of inclusive early years education there are large numbers of applications for placement of children with SEN and so our push for the next financial year will be to search out ways that we can increase our numbers of children without additional needs to enable us to continue providing inclusivity within our provision.

We carried out access, safeguarding and data protection audits to ensure that we are meeting all of our statutory and professional obligations. These are always updated annually and reported back to Trustees to identify actions and monitor impact.



### **Sutton Opportunity Pre-school**

Our website is fully active and in regular usage at the pre-school. Our Facebook group is continuing to grow stronger and is actively utilised by staff and parents to keep one another aware of special events and local community opportunities. This has also been supplemented by a separate open Facebook page which allows parents to view details of our provision without signing up to a group.

### **Financial matters**

Management within Sutton Opportunity Pre-School have been actively engaging in the Local Authority High Needs Funding Review this year and this will be ongoing into next financial year. It opens up the potential to play a leading part in revolutionising how funding for SEN children in early years settings are funded and support the movement towards early recognition and support.

QuickBooks has significantly eased the pressure on financial maintenance within the pre-school this year. This can most easily be seen by the timely nature of the financial reporting this year which is typically delayed annually due to administrative backlog.

The pre-school finds itself on a stronger financial footing at the end of this financial year than it has been in a long time, primarily due to change in establishment and access to project funding during an otherwise difficult year.

### **Staffing**

Staffing has been relatively stable for this financial year. We have had staff returning from maternity leave to part-time work, although we do not currently have any bank staff. Our staffing levels support the ratios required.

### **Fundraising**

Fundraising has been placed on hold for the majority of this financial year. Due to the COVID-19 pandemic, it has been difficult for fundraising events to be held without being able to have our families present. A number of minor fundraising events such as Christmas cards have been carried out as usual.

### **Feedback**

This financial year, we have had an increased interest from parents who are looking to be trustees at the pre-school. This is an amazing development as it ensures that parental voice is being actively considered in trustee decision making. This development will see its benefits in the next financial year. We also conduct a parent survey annually and this year's parent survey showed that all of parents who responded considered the pre-school to be excellent and that parents felt safe and included in decisions that impacted on their child's early years education.

Tapestry is continuing to provide us with a strong platform for parental engagement within the pre-school. Parents enjoy viewing and commenting on their child's observations from their time at pre-school and this is being further developed for the next financial year.

### **Safeguarding**

Keeping children safe in the widest sense is of prime importance to all our work. We have 'safeguarding' as an item on the agendas of all staff and management committee meetings to ensure that it is always at the forefront of all that we do.



### **Property issues**

This financial year saw the pre-school moving premises to the Amy Johnson Children's Centre. This was a big move for the pre-school and a long time in the making as Sutton Opportunity Pre-School have been looking for new premises for a large number of years. Although only 3 months into the new premises by the end of the financial year, management are already seeing improved monthly finances and stability in terms of what is expected to be paid out on any given month. This enables us to more securely plan for the finances of the pre-school.

### **Support**

As a small charity, we cannot survive without the dedication of our staff, the tremendous support from parents, trustees, friends and our joint work with a great number of professionals and other agencies. We are very grateful to all of them.

Mrs A Wood  
Chairperson

Dated:  
For and on behalf of the Management Committee

## **Sutton Opportunity Pre-school**

### **Independent Examiner's Report on the Accounts**

We report to the trustees of Sutton Opportunity Pre-school on the Accounts of the charity for the period ended 31 March 2022, which are set out on pages 7 to 13.

#### **Respective responsibilities of Trustees and examiner**

As the charity's Trustees, you are responsible for the preparation of the Accounts; you consider that the audit requirement of Section 144 of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed. It is our responsibility to examine the Accounts under Section 145 of the Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 145(5) of the Act, whether particular matters have come to our attention.

#### **Basis of independent examiner's statement**

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the Accounts.

#### **Independent examiner's statement**

In the course of our examination, no matter has come to our attention

1. which gives us reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
  - proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
  - Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act: or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Freshwater Associates Limited  
Chartered Certified Accountants and Registered Auditors  
1 Gemini Court, 42a Throwley Way  
Sutton  
Surrey  
SM1 4AF

Dated:



## Sutton Opportunity Pre-school

### Statement of Financial Activities (including Income & Expenditure Account) Year Ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds</b>					
<i>Voluntary income:</i>					
Donations and gifts	2	182	-	182	300
<i>Activities for generating funds:</i>					
Investment income	2	12	-	12	77
Fundraising	2	9,522	-	9,522	2,202
Other	2	-	-	-	-
<b>Income Resources from charitable activities</b>					
Grants received	3	-	212,210	212,210	232,657
Fees - Parental	3	18,021	-	18,021	10,193
Total incoming resources		27,737	212,210	239,947	245,429
<b>Resources Expended</b>					
<b>Costs of generating funds</b>					
<i>Costs of generating voluntary income</i>					
Fundraising costs	4	519	-	519	611
Charitable activities	4	34,789	205,961	240,750	232,768
Governance costs	4	1,194	-	1,194	1,158
Total resources expended		36,502	205,961	242,463	234,537
NET INCOMING/(OUTGOINGS) FOR YEAR		(8,765)	6,249	(2,516)	10,892

#### **Continuing Operations**

None of the company's activities were acquired or discontinued during the current and previous years.

#### **Total Recognised Gains and Losses**

The charity has no recognised gains or losses other than the income/(outgoings) for the year and the previous year.

**Sutton Opportunity Pre-school**

**Statement of Financial Position**  
**as at 31 March 2022**

		2022		2021	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible Assets	9		11,502		3,352
<b>CURRENT ASSETS:</b>					
Debtors	10	3,960		3,917	
Cash at Bank and In Hand		<u>92,757</u>		<u>102,825</u>	
		<u>96,717</u>		<u>106,742</u>	
<b>CREDITORS:</b> Amounts falling due within one year	11	<u>1,992</u>		<u>1,351</u>	
<b>NET CURRENT ASSETS:</b>			94,725		105,391
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u>106,227</u>		<u>108,743</u>
<b>RESERVES:</b>					
Restricted Funds	12		93,922		87,637
General Funds	12		<u>12,305</u>		<u>21,070</u>
			<u>106,227</u>		<u>108,743</u>

For the period ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

**ON BEHALF OF THE BOARD:**

.....  
A. Wood – Chair

.....  
M. Dean

Approved by the Board on

The notes on following pages form part of these financial statements



## **Sutton Opportunity Pre-school**

### **Notes to the Financial Statements** **for the Year ended 31 March 2022**

#### **1. ACCOUNTING POLICIES**

##### **1.1a Basis of preparation of Accounts**

The financial statements are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The Accounts have been prepared in compliance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) – (Charities SORP (FRS102)) and the Companies Act 2006.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 (revised) from the requirement to produce a cashflow statement.

##### **1.1b Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of the comparative items was required. No restatement was required.

##### **1.1c Fund Accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of a grant.

#### **1.2 Tangible Fixed Assets and Depreciation**

Tangible Fixed Assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of Fixed Assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer Equipment	25% reducing balance
Fixtures and Fittings	25% reducing balance

#### **1.3 Incoming Resources**

Voluntary income and donations are accounted for as received by the charity. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs. No permanent endowments have been received in the period, but these are dealt with through the Statement of Financial Activities when received.

The value of services provided by volunteers has not been included in these Accounts.



## **Sutton Opportunity Pre-school**

### **Notes to the Financial Statements** **for the Year ended 31 March 2022**

#### **1.4 Value Added Tax**

Value Added Tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

#### **1.5 Resources expended**

Administration expenditure includes all expenditure directly related to the charitable activity which is based within the premises. This includes costs of running office premises, staff salaries for administrative staff and accountancy fees, as detailed in note 4.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

#### **1.6 Finance and operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period they are incurred. Assets obtained under finance leases are capitalised as tangible fixed assets. Obligations under such leases are included in creditors net of finance charge allocated to future periods. The finance element of each payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate on the net obligation outstanding in each period.

#### **1.7 Fundraising costs**

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations and the staging of special fundraising events.

## **2. INCOMING RESOURCES FROM GENERATED FUNDS**

	2022	2021
	£	£
Donations & Gifts	182	300
Investment income	12	77
Fundraising	<u>9,522</u>	<u>2,202</u>
	<u>9,716</u>	<u>2,579</u>

All donations are treated as an unrestricted fund. Investment income is derived from interest receivable on cash deposits.



## Sutton Opportunity Pre-school

### Notes to the Financial Statements for the Year ended 31 March 2022

#### 3. INCOME AND RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTIVES

Fees were received during the year from the following sources:

	Total Funds 2022 £	Total Funds 2021 £
Fees – London Borough of Sutton	212,210	232,657
Fees - Parental	<u>18,021</u>	<u>10,193</u>
	<u>230,231</u>	<u>242,850</u>

#### 4. RESOURCES EXPENDED

	Basis of Allocation	Fund Raising	Direct Charitable Activities Restricted Unrestricted	Governance	Total 2022	Total 2021
<b>Costs directly related to activities</b>						
Staff costs	Direct	-	197,390	-	197,390	201,106
Equipment	Direct	-	8,315	-	8,315	8,870
Training	Direct	-	-	1,498	1,498	2,039
Literature	Direct	-	-	-	-	423
<b>Support Costs allocated to activities</b>						
Rent & Rates	Direct	-	-	-	13,941	2,250
Light and heat	Direct	-	-	-	2,756	-
Repairs and Renewals	Direct	-	-	-	189	2,122
Insurance	Direct	-	-	-	1,144	629
Storage	Direct	-	-	-	43	1,194
Catering	Direct	-	-	-	2,346	1,885
Other staff costs	Direct	-	-	-	313	1,329
Telephone	Direct	-	-	-	545	427
Post & Stationery	Direct	-	-	-	1,112	1,280
Fundraising Costs	Direct	519	-	-	519	611
Depreciation	Direct	-	256	-	3,834	1,118
Professional Fees	Direct	-	-	1,194	1,194	1,158
Bank Charges	Direct	-	-	-	100	75
Cleaning	Direct	-	-	-	883	886
Clothing	Direct	-	-	-	113	480
School Activities	Direct	-	-	-	1,029	595
Sundries	Direct	-	-	-	281	415
Computer Expenses	Direct	-	-	-	2,393	1,850
Subscriptions & Licences	Direct	-	-	-	801	1,509
Health & Safety	Direct	-	-	-	1,724	2,286
		519	205,961	34,789	1,194	242,463
						234,537

#### 5. NET INCOME/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:	2022	2021
Depreciation of tangible fixed assets	£	£
- owned by the charity	3,834	1,118



## **Sutton Opportunity Pre-school**

### **Notes to the Financial Statements** **for the Year ended 31 March 2022**

#### **6. STAFF COSTS**

No remuneration was paid to Trustees for carrying out their duties as Trustees during the year, nor were any expenses reimbursed to them. The staff costs of the remaining staff were:

	2022	2021
	£	£
Salaries & Social Security costs	195,441	199,309
Pension costs	1,949	1,797
	<u>197,390</u>	<u>185,648</u>

The average number of staff employed, calculated as full time equivalents during the year was as follows:

	2022	2021
Direct charitable work	12	14
Administrative	<u>1</u>	<u>1</u>
	<u>13</u>	<u>15</u>

No employee received remuneration of more than £60,000. Pension costs are allocated to activities in proportion to related staffing costs incurred and are wholly charged to unrestricted funds.

The number of employees at the end of the year totalled 13 (2021:15).

The workplace pension scheme operated by NEST is available to new and existing employees of the charity entitled to join unless they have exercised their right to opt out of the scheme.

#### **7. TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS**

Four members of the management committee received remuneration during the year in relation to their employment and not to their role as Trustees. The total remuneration paid to members of the management committee was £80,399. (2021 – five members, £79,531).

No other members of the management committee received any remuneration during the year. No travel costs were reimbursed to any trustee during the year (2021 – nil).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2021 – nil).

#### **8. TAXATION**

As a charity Sutton Opportunity Pre-School is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its Charitable objects. No tax charges have arisen in the Charity.



## Sutton Opportunity Pre-school

### Notes to the Financial Statements for the Year ended 31 March 2022

#### 9. TANGIBLE FIXED ASSETS

	Computer £	Fixtures & Fittings £	Total £
<b>Cost</b>			
At 1 April 2021	4,792	4,368	9,160
Additions	-	11,983	11,983
At 31 March 2022	<u>4,792</u>	<u>16,351</u>	<u>21,143</u>
<b>Depreciation</b>			
At 1 April 2021	3,770	2,038	5,808
Charge for Year	255	3,578	3,833
At 31 March 2022	<u>4,025</u>	<u>5,616</u>	<u>9,641</u>
<b>Net Book Value</b>			
At 31 March 2022	<u>767</u>	<u>10,735</u>	<u>11,502</u>
At 31 March 2021	<u>1,022</u>	<u>2,330</u>	<u>3,352</u>

#### 10. DEBTORS

	2022 £	2021 £
Prepayments	1,698	1,524
Other debtors	5	10
Trade Debtors	<u>2,257</u>	<u>2,383</u>
	<u>3,960</u>	<u>3,917</u>

#### 11. CREDITORS: Amounts falling due within one year

	2022 £	2021 £
Tax and Social Security	-	-
Accruals	1,991	1,158
Other Creditors	<u>-</u>	<u>193</u>
	<u>1,991</u>	<u>1,351</u>

#### 12. MOVEMENT IN FUNDS

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
<b>Restricted Funds:</b>					
LB of Sutton	87,673	212,210	205,961	-	93,922
<b>Unrestricted Funds:</b>					
General Fund	21,070	27,737	36,502	-	12,305
	<u>108,743</u>	<u>239,947</u>	<u>242,463</u>	<u>-</u>	<u>106,227</u>

Restricted funds are used for the activities explained in the Trustees report