

# CLAVERING & ARKESDEN PRESCHOOL

England & Wales · Charity number 1132714

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [06946102](#)

**Registered** 2009-11-16

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Clavering & Arkesden Pre-School  
Stortford Road  
Clavering  
Saffron Walden  
Essex  
CB11 4PE

**Phone** 01799550380

**Email** [claveringarkesdenpreschool@gmail.com](mailto:claveringarkesdenpreschool@gmail.com)

**Website** [www.claveringarkesdenpreschool.co.uk](http://www.claveringarkesdenpreschool.co.uk)

## Activities

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**Objects:** THE OBJECTS OF THE PRE-SCHOOL ("THE OBJECTS") ARE TO ENHANCE THE DEVELOPMENT ANDEDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TOUNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPSAND BY:-3.1 OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES AND TRAINING COURSES,TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOMEINVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFEROPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS ORABILITY;3.2 ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES ANDPROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS;3.3 INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOLLEARNING ALLIANCE.

**Activities:** CHARITY RUN PRESCHOOL

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Essex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-08-31	£101,109	£100,586	-	-
2023-08-31	£124,142	£114,724	-	-
2022-08-31	£103,159	£106,911	-	-
2021-08-31	£109,428	£109,891	-	-
2020-08-31	£111,512	£105,793	-	-

## Trustees

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Name	Role	Appointed
Christopher Valerio Peters		2025-06-02
Corin Greenhow		2017-10-19
Olwen Davies		2021-11-04
Tom Archer		2018-10-11

**CLAVERING & ARKESDEN PRESCHOOL**

England & Wales - Charity number 1132714

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# Accounts

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**Registered number**  
**06946102**

**CLAVERING & ARKESDEN PRESCHOOL**  
(A company limited by guarantee)

**Report and Accounts**

**31 August 2024**

**CLAVERING & ARKESDEN PRESCHOOL**  
**Report and accounts**  
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## **CLAVERING & ARKESDEN PRESCHOOL**

### **Legal and administrative information**

#### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 27 June 2009.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company to carry out the functions of a Preschool and is governed under its Articles of Association. Under those Articles, the directors and trustees are elected annually at the AGM. The directors of the Company are as set out below.

Overall management of the organisation is the responsibility of the committee members who are elected and co-opted under the terms of the Memorandum & Articles of Association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

The company, which is a registered charity (No: 1132714), has exemption from using the word "limited" in its registered name.

#### **Trustees and directors**

Hollie Snelling, Chair (appointed 6 March 2024)

Tom Archer, Treasurer

Olwen Astley Davies, Secretary

Corin Greenhow

Judith French (resigned 6 March 2024)

#### **Senior Staff Members**

Michelle Draper - Manager

#### **Registered office**

Clavering & Arkesden Preschool

Rear of School, Stortford Rd

Clavering

Saffron Walden

Essex

CB11 4PE

#### **Independent Examiner**

Nick Caton

Mill Scott Ltd

Mill End

Mill Lane

Clavering

Saffron Walden

Essex

CB11 4RP

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

The directors present their reports and accounts for the year ended 31 August 2024.

#### **Aims and organisation**

The principle objective of preschool is to provide Early Years care for children in the Clavering and surrounding area aged between two and half years and statutory school age.

#### **Summary of the year**

The preschool has had another successful year, despite relatively low pupil numbers to start the year in the autumn term. Thanks to the tireless efforts of the staff, numbers picked up over the course of the year and by the summer term had more or less returned to the levels of the previous year.

A new committee was appointed following the AGM in November 2023. 1 new officer appointment was made. Judith French resigned from the Chair role and was replaced by Hollie Snelling. The committee continues to meet regularly and are advertising for new volunteers for committee and fundraising support for the coming year.

#### *Staff and Personnel*

Fortunately, the preschool was able to maintain the same staff roster for 2023/4 as it finished with in the previous academic year. Michelle Draper continued in her role as manager with Marion Bartram deputizing.

#### *Staff Training*

Staff training and development remains important to us and we continue to identify new initiatives to enrich the learning experience for children.

#### *Fundraising and Donations*

The preschool had another successful year fundraising. Just over £4,400 was raised over the course of the year, with the largest single donation generously provided by the Clavering Ball Committee (£2,250). The committee and staff organised numerous events (such as a picnic, raffle and cake sale) and the preschool also benefitted from a number of private donations.

#### **Finance**

Total Income for the year stood at £ 101,109, down 18.5% on the previous year. Extended and Universal Government funding (£60,419) was down by over 32% compared the previous financial year driven by lower pupil numbers. Session fees, conversely, saw a 30% year on year increase at £30,079.

The preschool was able to maintain solid control on costs, with expenditure down by 12% versus the previous year at £100,585. This allowed the preschool to post a small net profit for the year of £524.

At the end of the period, total charity funds stood at £70,570, of which £33,572 was held as reserves.

**CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

**Directors and Trustees report**

**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 13 November 2024 and signed on its behalf.



T Archer  
Director and Treasurer

## **CLAVERING & ARKESDEN PRESCHOOL**

### **INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS AND TRUSTEES OF CLAVERING & ARKESDEN PRESCHOOL**

We report on the accounts of Clavering & Arkesden Preschool for the year ended 31 August 2024, which are set out on pages 5 to 9.

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

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act); and
- state whether particular matters have come to our attention.

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

Our 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 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 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 our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements to:
  - keep accounting records in accordance with section 130 of the Act; and
  - prepare accounts which accord with the accounting records and comply with the accounting requirementshave not been met: or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mill Scott Ltd  
Chartered Accountants  
Mill End  
Clavering  
Saffron Walden  
CB11 4RP

13 November 2024

**CLAVERING & ARKESDEN PRESCHOOL**  
**Statement of Financial Activities**  
**for the year ended 31 August 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	101,109	124,142
Administrative expenses	(100,586)	(114,724)
<b>Net income/expenditure before interest</b>	<u>523</u>	<u>9,418</u>
<b>Net income/expenditure</b>	<u>523</u>	<u>9,418</u>
Tax on profit	-	-
<b>Net income/expenditure for the year</b>	<u><u>523</u></u>	<u><u>9,418</u></u>

**CLAVERING & ARKESDEN PRESCHOOL**Registered number: **06946102****Balance Sheet  
as at 31 August 2024**

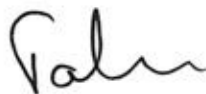
	Notes	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	4	2,439	4,521
<b>Current assets</b>			
Debtors	5	2,164	2,774
Cash at bank and in hand		68,406	70,905
		<u>70,570</u>	<u>73,679</u>
<b>Creditors: amounts falling due within one year</b>	6	(840)	(6,554)
<b>Net current assets</b>		<u>69,730</u>	<u>67,125</u>
<b>Net assets</b>		<u>72,169</u>	<u>71,646</u>
<b>Funds</b>			
Unrestricted funds	8	72,169	71,646
<b>Shareholders' funds</b>		<u>72,169</u>	<u>71,646</u>

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.



T Archer  
Director

Approved by the board on 13 November 2024

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2024**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the FRS102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by Section 1A of the standard), and the Statement of Recommended Practice (SORP) applicable to charitable companies.

***Income***

Education grant funding and fees are included as income as they fall due. Amounts received in advance are treated as deferred income.

***Depreciation***

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

Computer equipment	33% straight line
Other equipment	25% straight line

**2 Employees**

	2024 Number	2023 Number
Average number of employees	<u>7</u>	<u>8</u>

None of the trustees have been paid any remuneration from an employment with the charity.

**3 Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

**4 Tangible fixed assets**

	Equipment £
<b>Cost</b>	
At 1 September 2023	
At 31 August 2024	<u>24,618</u>
	<u>24,618</u>
<b>Depreciation</b>	
At 1 September 2023	
Charge for the year	20,097
At 31 August 2024	<u>2,082</u>
	<u>22,179</u>
<b>Net book value</b>	
At 31 August 2024	<u>2,439</u>
At 31 August 2023	<u>4,521</u>

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2024**

<b>5 Debtors</b>	<b>2024</b>	<b>2023</b>
	£	£
Trade debtors	1,344	1,988
Other debtors	820	786
	<u>2,164</u>	<u>2,774</u>

<b>6 Creditors: amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
	£	£
Other creditors	840	6,554
	<u>840</u>	<u>6,554</u>

**7 Share capital**

The company has no issued share capital and is limited by guarantee for a total of £5.

<b>8 Funds</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>
	£	£	£
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
At 1 September 2023	71,646	-	71,646
Net income/expenditure for the year	523	-	523
	<u>72,169</u>	<u>-</u>	<u>72,169</u>
At 31 August 2024			

Unrestricted funds are held for the general purposes of the charity, being the provision of pre-school and nursery education.

**CLAVERING & ARKESDEN PRESCHOOL****Detailed profit and loss account****for the year ended 31 August 2024***This schedule does not form part of the statutory accounts*

	2024	2024	2023	2023
	£	£	£	£
<b>Sales</b>				
Education grant funding	60,420		89,784	
Fees and other related income	35,204		25,935	
Bank interest	1,068		140	
Fundraising & grants - restricted	-		1,000	
Fundraising and donations - unrestricted	4,417		7,283	
		101,109		124,142
<b>Expenses</b>				
Staff salaries & pensions	85,113		89,079	
Staff training, recruitment & welfare	353		2,065	
Staff & children's uniform	1,115		871	
Children's snacks	142		316	
Craft, play & equipment supplies	155		1,214	
School trips & activities	337		610	
Fundraising event costs	159		1,353	
Printing, postage & stationery	306		771	
Telephone and broadband	719		700	
Licences & subscriptions	405		844	
IT & software	128		425	
Rent & rates	3,572		7,073	
Electricity	2,403		2,773	
Insurance	882		850	
Cleaning	643		458	
Repairs and maintenance	638		1,644	
Accountancy fees	840		900	
Other legal and professional	594		696	
Depreciation	2,082		2,082	
		(100,586)		(114,724)
<b>Net operating income/expenditure</b>		<u>523</u>		<u>9,418</u>

**CLAVERING & ARKESDEN PRESCHOOL**

England & Wales - Charity number 1132714

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# Accounts

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**Registered number**  
**06946102**

**CLAVERING & ARKESDEN PRESCHOOL**  
(A company limited by guarantee)

**Report and Accounts**

**31 August 2023**

**CLAVERING & ARKESDEN PRESCHOOL**  
**Report and accounts**  
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## **CLAVERING & ARKESDEN PRESCHOOL**

### **Legal and administrative information**

#### **Status**

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Overall management of the organisation is the responsibility of the committee members who are elected and co-opted under the terms of the Memorandum & Articles of Association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

The company, which is a registered charity (No: 1132714), has exemption from using the word "limited" in its registered name.

#### **Trustees and directors**

Judith French, Chair

Tom Archer, Treasurer

Olwen Astley Davies, Secretary

Corin Greenhow

Lois Clarke (resigned 31 January 2023)

Michelle Eltis (resigned 31 January 2023)

Alice Gregory (resigned 31 January 2023)

Megan Sumpster (resigned 31 January 2023)

#### **Senior Staff Members**

Michelle Draper - Manager

#### **Registered office**

Clavering & Arkesden Preschool

Rear of School, Stortford Rd

Clavering

Saffron Walden

Essex

CB11 4PE

#### **Independent Examiner**

Nick Caton

Mill Scott Ltd

Mill End

Mill Lane

Clavering

Saffron Walden

Essex

CB11 4RP

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

The directors present their reports and accounts for the year ended 31 August 2023.

#### **Aims and organisation**

The principle objective of preschool is to provide Early Years care for children in the Clavering and surrounding area aged between two and half years and statutory school age.

#### **Summary of the year**

Where the previous academic year (2021-22) saw a return to business-as-usual following the pandemic-led disruption of the previous 2 years, 2022-23 saw the Preschool strengthen its position. Pupil numbers increased compared to the prior year and there was a full staff roster. Following the departure of the Helen Howett at the end of the 2021-22 year, Clare Hart started as manager at the beginning of the academic year.

A new committee was appointed following the AGM in November 2022. 2 new officer appointments were made, with Judith French taking the Chair role and Olwen Davies as Secretary. The committee continues to meet regularly and we are advertising for new volunteers for committee and fundraising support for the coming year.

#### *Staff and Personnel*

Sadly, at the start of the summer term 2023 Clare Hart took the decision to leave Preschool. Fortunately Michelle Draper, the deputy manager, took the decision to step up to the manager position with Marion Bartram agreeing to deputise.

At the start of the year we also welcomed Laura George onto the staff.

#### *Staff Training*

Staff training and development remains important to us and we continue to identify new initiatives to enrich the learning experience for children.

#### *Fundraising and Donations*

Compared to previous years the preschool had a relatively successful year for fundraising, thanks to the efforts of the committee, staff and parents. Over £8,000 was raised, with the main contributions coming from the St.Patrick's day party, a donation from another preschool in the area which sadly closed and a grant from Uttlesford Council for play equipment.

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

#### **Finance**

Total Income for the year stood at £ 124,142, up over 20% on the previous year. Extended and Universal Government funding was significantly higher than the previous financial year (by nearly £17,000), although session fees were slightly down compared to the previous year at just under £23,000 (a decrease of just over 7%). As mentioned above, fundraising income increased, more than doubling year-on-year.

Expenditures also increased over 7% compared to the previous year, and stood at £114,724 for the year. Primary drivers for the increase were staff wages, a significant increase in electricity rates and rental costs (including a backdated charge) arising from a new building lease that the pre-school was required to sign with Essex County Council.

At the end of the period, total charity funds stood at £71,646. The reserves account held £33,572. The total in the Fundraising Account at the end of the year stood at £2,821.

#### **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 5 December 2023 and signed on its behalf.



T Archer  
Director and Treasurer

## **CLAVERING & ARKESDEN PRESCHOOL**

### **INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS AND TRUSTEES OF CLAVERING & ARKESDEN PRESCHOOL**

We report on the accounts of Clavering & Arkesden Preschool for the year ended 31 August 2023, which are set out on pages 5 to 9.

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

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act); and
- state whether particular matters have come to our attention.

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

Our 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 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 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 our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements to:
  - keep accounting records in accordance with section 130 of the Act; and
  - prepare accounts which accord with the accounting records and comply with the accounting requirementshave not been met: or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mill Scott Ltd  
Chartered Accountants  
Mill End  
Clavering  
Saffron Walden  
CB11 4RP

5 December 2023

**CLAVERING & ARKESDEN PRESCHOOL**  
**Statement of Financial Activities**  
**for the year ended 31 August 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	124,142	103,159
Administrative expenses	(114,724)	(106,911)
<b>Net income/expenditure before interest</b>	9,418	(3,752)
<b>Net income/expenditure</b>	9,418	(3,752)
Tax on profit/(loss)	-	-
<b>Net income/expenditure for the year</b>	<u>9,418</u>	<u>(3,752)</u>

**CLAVERING & ARKESDEN PRESCHOOL****Registered number: 06946102****Balance Sheet****as at 31 August 2023**

	Notes	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	4	4,521	5,174
<b>Current assets</b>			
Debtors	5	2,774	2,175
Cash at bank and in hand		70,905	66,799
		73,679	68,974
<b>Creditors: amounts falling due within one year</b>	6	(6,554)	(11,920)
<b>Net current assets</b>		<u>67,125</u>	<u>57,054</u>
<b>Net assets</b>		<u>71,646</u>	<u>62,228</u>
<b>Funds</b>			
Unrestricted funds	8	71,646	61,224
Restricted funds	8	-	1,004
<b>Shareholders' funds</b>		<u>71,646</u>	<u>62,228</u>

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.



T Archer  
Director

Approved by the board on 5 December 2023

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2023**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the FRS102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by Section 1A of the standard), and the Statement of Recommended Practice (SORP) applicable to charitable companies.

***Income***

Education grant funding and fees are included as income as they fall due. Amounts received in advance are treated as deferred income.

***Depreciation***

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

Computer equipment	33% straight line
Other equipment	25% straight line

**2 Employees**

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Average number of employees	<u>8</u>	<u>8</u>

None of the trustees have been paid any remuneration from an employment with the charity.

**3 Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

**4 Tangible fixed assets**

	<b>Equipment</b>
	<b>£</b>
<b>Cost</b>	
At 1 September 2022	23,189
Additions	<u>1,429</u>
At 31 August 2023	<u>24,618</u>
<b>Depreciation</b>	
At 1 September 2022	18,015
Charge for the year	<u>2,082</u>
At 31 August 2023	<u>20,097</u>
<b>Net book value</b>	
At 31 August 2023	<u>4,521</u>
At 31 August 2022	<u>5,174</u>

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2023**

<b>5 Debtors</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade debtors	1,988	1,424
Other debtors	786	751
	<u>2,774</u>	<u>2,175</u>

<b>6 Creditors: amounts falling due within one year</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	42
Other creditors	6,554	11,878
	<u>6,554</u>	<u>11,920</u>

**7 Share capital**

The company has no issued share capital and is limited by guarantee for a total of £5.

<b>8 Funds</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
At 1 September 2022	61,224	1,004	62,228
Net income/expenditure for the year	10,422	(1,004)	9,418
At 31 August 2023	<u>71,646</u>	<u>-</u>	<u>71,646</u>

Unrestricted funds are held for the general purposes of the charity, being the provision of pre-school and nursery education.

## CLAVERING & ARKESDEN PRESCHOOL

### Detailed profit and loss account for the year ended 31 August 2023

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

	2023	2023	2022	2022
	£	£	£	£
<b>Sales</b>				
Education grant funding	89,784		72,374	
Fees and other related income	26,075		27,489	
Fundraising & grants - restricted	1,000		2,500	
Fundraising and donations - unrestricted	<u>7,283</u>		<u>796</u>	
		124,142		103,159
<b>Expenses</b>				
Staff salaries & pensions	89,079		80,744	
Staff training, recruitment & welfare	2,065		2,873	
Staff & children's uniform	871		666	
Children's snacks	316		253	
Craft, play & equipment supplies	1,214		2,981	
School trips & activities	610		764	
Fundraising event costs	1,353		-	
Printing, postage & stationery	771		590	
Telephone and broadband	700		828	
Licences & subscriptions	844		532	
IT & software	425		360	
Rent & rates	7,073		2,337	
Electricity	2,773		780	
Insurance	850		831	
Cleaning	458		2,333	
Repairs and maintenance	1,644		4,517	
Accountancy fees	900		740	
Other legal and professional	696		582	
Miscellaneous costs	-		7	
Depreciation	<u>2,082</u>		<u>4,193</u>	
		(114,724)		(106,911)
<b>Net operating income/expenditure</b>		<u>9,418</u>		<u>(3,752)</u>

**CLAVERING & ARKESDEN PRESCHOOL**

England & Wales - Charity number 1132714

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# Accounts

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**Registered number**  
**06946102**

**CLAVERING & ARKESDEN PRESCHOOL**  
(A company limited by guarantee)

**Report and Accounts**

**31 August 2022**

**CLAVERING & ARKESDEN PRESCHOOL**  
**Report and accounts**  
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## **CLAVERING & ARKESDEN PRESCHOOL**

### **Legal and administrative information**

#### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 27 June 2009.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company to carry out the functions of a Preschool and is governed under its Articles of Association. Under those Articles, the directors and trustees are elected annually at the AGM. The directors of the Company are as set out below.

Overall management of the organisation is the responsibility of the committee members who are elected and co-opted under the terms of the Memorandum & Articles of Association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

The company, which is a registered charity (No: 1132714), has exemption from using the word "limited" in its registered name.

#### **Trustees and directors**

Megan Sumpster, Chairperson

Michelle Eltis, Secretary (appointed 22 November 2021)

Tom Archer, Treasurer

Olwen Astley Davies

Lois Clarke (appointed 22 November 2021)

Judith French

Corin Greenhow

Alice Gregory (appointed 22 November 2021)

Selena Challacombe (resigned 4 November 2021)

Amy Cook (resigned 10 May 2022)

Richard Higgs (resigned 1 May 2022)

Chloe Richards (resigned 1 May 2022)

#### **Senior Staff Members**

Helen Howett - Manager

#### **Registered office**

Clavering & Arkesden Preschool

Rear of School, Stortford Rd

Clavering

Saffron Walden

Essex

CB11 4PE

#### **Independent Examiner**

Nick Caton

Mill Scott Ltd

Mill End

Mill Lane

Clavering

Saffron Walden

Essex

CB11 4RP

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

The directors present their reports and accounts for the year ended 31 August 2022.

#### **Aims and organisation**

The principle objective of preschool is to provide Early Years care for children in the Clavering and surrounding area aged between two and half years and statutory school age.

#### **Summary of the year**

Following 2 academic years disrupted by the Covid 19 pandemic, the Preschool was generally able to return to business-as-usual for the 2021/22 year. Pupil numbers were at pre-pandemic levels and there was a full staff roster. Following the departure of the Cara Donker at the end of the 2019/20 year, Helen Howett started as manager at the start of the Christmas term.

A new committee was appointed following the AGM in November 2021. 2 new officer appointments were made, with Megan Sumpster taking the Chair role and Michelle Eltis as Secretary. The committee continues to meet regularly and we are advertising for new volunteers for committee and fundraising support for the coming year.

#### *Staff and Personnel*

Sadly, at the end of the summer term we said goodbye to Jo Gill and Caroline Penney. Helen Howett also took the decision to leave at the start of the 2021/2022 academic year.

Fortunately, the Preschool was able to find replacements for both Caroline and Helen in time for the start of the academic year, with Kellie Jones taking the role of Financial Administrator and Clare Hart as Preschool Manager.

#### *Staff Training*

Staff training and development remains important to us and we continue to identify new initiatives to enrich the learning experience for children.

#### *Fundraising and Donations*

Despite the end of the Covid 19 situation, Fundraising continued to be challenging. However, thanks to the efforts of the staff and parents, nearly £800 was raised through small fundraising events and generous donations. The Preschool also received charitable grants of £2,000 and £500 from Growing Communities and the Saffron Walden Roundtable respectively.

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

#### **Finance**

Total Income for the year stood at £ 103,159, down £6,245 from the previous year. Both Education Grant funding and session fees were higher than the previous financial year (by £4,548 and £7,552 respectively). However, the school did not see the same level of income through fundraising, donations and charitable grants as the previous academic year.

The Preschool made a number of investments to improve infrastructure over the year (funded, in part, by some of the charitable grant income). Just over £5,500 was spent on a new wet pour surface to replace the existing area which had degraded significantly over the years. 2 sheds were installed in the garden to provide new facilities for both staff and pupils. And just under £4,000 was spent on various essential repairs and maintenance both inside and outside the Preschool building.

#### **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 31 October 2022 and signed on its behalf.



T Archer  
Director and Treasurer

## **CLAVERING & ARKESDEN PRESCHOOL**

### **INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS AND TRUSTEES OF CLAVERING & ARKESDEN PRESCHOOL**

We report on the accounts of Clavering & Arkesden Preschool for the year ended 31 August 2022, which are set out on pages 5 to 9.

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

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act; and
- state whether particular matters have come to our attention.

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

Our 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 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 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 our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements to:
  - keep accounting records in accordance with section 130 of the Act; and
  - prepare accounts which accord with the accounting records and comply with the accounting requirementshave not been met: or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mill Scott Ltd  
Chartered Accountants  
Mill End  
Clavering  
Saffron Walden  
CB11 4RP

31 October 2022

**CLAVERING & ARKESDEN PRESCHOOL**  
**Statement of Financial Activities**  
**for the year ended 31 August 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	103,159	109,428
Administrative expenses	(106,911)	(109,891)
<b>Net income/expenditure before interest</b>	<u>(3,752)</u>	<u>(463)</u>
<b>Net income/expenditure</b>	(3,752)	(463)
Tax on loss	-	-
<b>Net income/expenditure for the year</b>	<u>(3,752)</u>	<u>(463)</u>

**CLAVERING & ARKESDEN PRESCHOOL**Registered number: **06946102****Balance Sheet**

as at 31 August 2022

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	4	5,174	2,469
<b>Current assets</b>			
Debtors	5	2,175	854
Cash at bank and in hand		<u>66,799</u>	<u>71,601</u>
		68,974	72,455
<b>Creditors: amounts falling due within one year</b>	6	(11,920)	(8,944)
<b>Net current assets</b>		57,054	63,511
<b>Net assets</b>		<u>62,228</u>	<u>65,980</u>
<b>Funds</b>			
Unrestricted funds	8	61,224	61,714
Restricted funds	8	1,004	4,266
<b>Shareholders' funds</b>		<u>62,228</u>	<u>65,980</u>

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.



T Archer  
Director

Approved by the board on 31 October 2022

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2022**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the FRS102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by Section 1A of the standard), and the Statement of Recommended Practice (SORP) applicable to charitable companies.

***Income***

Education grant funding and fees are included as income as they fall due. Amounts received in advance are treated as deferred income.

***Depreciation***

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

Computer equipment	33% straight line
Other equipment	25% straight line

**2 Employees**

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Average number of employees	<u>8</u>	<u>9</u>

None of the trustees have been paid any remuneration from an employment with the charity.

**3 Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

**4 Tangible fixed assets**

	<b>Equipment</b>
	<b>£</b>
<b>Cost</b>	
At 1 September 2021	16,291
Additions	6,898
At 31 August 2022	<u>23,189</u>
<b>Depreciation</b>	
At 1 September 2021	13,822
Charge for the year	4,193
At 31 August 2022	<u>18,015</u>
<b>Net book value</b>	
At 31 August 2022	<u>5,174</u>
At 31 August 2021	<u>2,469</u>

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2022**

<b>5 Debtors</b>	<b>2022</b>	<b>2021</b>
	£	£
Trade debtors	1,424	125
Other debtors	751	729
	<u>2,175</u>	<u>854</u>

<b>6 Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	£	£
Trade creditors	42	-
Other creditors	11,878	8,944
	<u>11,920</u>	<u>8,944</u>

**7 Share capital**

The company has no issued share capital and is limited by guarantee for a total of £5.

<b>8 Funds</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>
	£	£	£
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
At 1 September 2021	61,714	4,266	65,980
Net income/expenditure for the year	(490)	(3,262)	(3,752)
At 31 August 2022	<u>61,224</u>	<u>1,004</u>	<u>62,228</u>

Unrestricted funds are held for the general purposes of the charity, being the provision of pre-school and nursery education.

**CLAVERING & ARKESDEN PRESCHOOL****Detailed profit and loss account****for the year ended 31 August 2022***This schedule does not form part of the statutory accounts*

	2022	2022	2021	2021
	£	£	£	£
<b>Sales</b>				
Education grant funding	72,374		67,826	
Fees and other related income	27,489		19,354	
Fundraising & grants - restricted	2,500		11,150	
Fundraising and donations - unrestricted	796		8,282	
Covid furlough grants	-		2,816	
	<u>          </u>	103,159	<u>          </u>	109,428
<b>Expenses</b>				
Staff salaries & pensions	80,744		80,932	
Staff training, recruitment & welfare	2,873		8,165	
Staff & children's uniform	666		786	
Children's snacks	253		288	
Craft, play & equipment supplies	2,981		1,159	
School trips & activities	764		1,025	
Printing, postage & stationery	590		417	
Telephone and broadband	828		829	
Licences & subscriptions	532		302	
IT & software	360		556	
Rent & rates	2,337		1,111	
Electricity	780		780	
Insurance	831		825	
Cleaning	2,333		2,974	
Repairs and maintenance	4,517		5,216	
Accountancy fees	740		700	
Other legal and professional	582		630	
Miscellaneous costs	7		501	
Depreciation	4,193		2,695	
	<u>          </u>	(106,911)	<u>          </u>	(109,891)
<b>Net operating income/expenditure</b>		<u>          </u>		<u>          </u>
		(3,752)		(463)

**CLAVERING & ARKESDEN PRESCHOOL**

England & Wales - Charity number 1132714

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# Accounts

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**Registered number**

**06946102**

**CLAVERING & ARKESDEN PRESCHOOL**

**(A company limited by guarantee)**

**Report and Accounts**

**31 August 2021**

**CLAVERING & ARKESDEN PRESCHOOL**  
**Report and accounts**  
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## **CLAVERING & ARKESDEN PRESCHOOL**

### **Legal and administrative information**

#### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 27 June 2009.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company to carry out the functions of a Preschool and is governed under its Articles of Association. Under those Articles, the directors and trustees are elected annually at the AGM. The directors of the Company are as set out below.

Overall management of the organisation is the responsibility of the committee members who are elected and co-opted under the terms of the Memorandum & Articles of Association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

The company, which is a registered charity (No: 1132714), has exemption from using the word "limited" in its registered name.

#### **Trustees and directors**

Richard Higgs, Chairperson  
Megan Sumpster, Secretary (appointed 10 November 2020)  
Tom Archer, Treasurer  
Olwen Astley Davies (appointed 10 November 2020)  
Selena Challacombe (appointed 10 November 2020)  
Amy Cook (appointed 10 November 2020)  
Judith French (appointed 10 November 2020)  
Corin Greenhow  
Chloe Richards  
Nick Ackerman (resigned 10 November 2020)  
Jenny Helmsley (resigned 10 November 2020)  
Emma Lister (resigned 10 November 2020)

#### **Senior Staff Members**

Helen Howett - Manager

#### **Registered office**

Clavering & Arkesden Preschool  
Rear of School, Stortford Rd  
Clavering  
Saffron Walden  
Essex  
CB11 4PE

#### **Independent Examiner**

Nick Caton  
Mill Scott Ltd  
Mill End  
Mill Lane  
Clavering  
Saffron Walden  
Essex  
CB11 4RP

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

The directors present their reports and accounts for the year ended 31 August 2021.

#### **Aims and organisation**

The principle objective of preschool is to provide Early Years care for children in the Clavering and surrounding area aged between two and half years and statutory school age.

#### **Summary of the year**

Again, the preschool has had a challenging year due to the Covid 19 pandemic. For most of the Spring Term the preschool could only offer limited hours (restricted to Key Worker/Vulnerable children and government-funded hours). During this time, preschool staff made good use of Tapestry and virtual communication tools to stay engaged with children until we could safely reopen fully towards the end of the spring term. Once the preschool was able to re-open, the staff and directors ensured it operated in a safe and efficient manner (for example, adapting the approach for more outside learning, applying our methods with natural ventilation and reduced Covid risk).

A new committee was appointed following the AGM in October 2020 and 1 new officer appointment took place with Megan Sumpster taking over from Emma Lister as Company Secretary. The committee continues to meet regularly and we are advertising for new volunteers for committee and fundraising support for the coming year.

#### *Staff and Personnel*

Sadly, at the end of the summer term we said goodbye to our preschool Manager Cara Donker. Helen Howett was appointed as her replacement in time for the start of the 2021/2022 academic year.

Arlene Walsh also left the preschool at the end of the academic year following her completion of the Early Years Initial Teacher Training Course.

During the time preschool was operating in a limited capacity in the Spring Term, the decision was taken to take advantage of the Governments Furlough scheme to minimize the impact of lost session fee income.

#### *Staff Training*

Staff training and development remains important to us and we continue to identify new initiatives to enrich the learning experience for children.

#### *Fundraising and Donations*

Due to the Covid 19 situation, Fundraising continued to be challenging. However thanks to the efforts of the staff and parents, over £3,000 was raised through several individual or small fundraising events and generous donations. The preschool was also able to access over £11,000 via various Government and charitable grants for restricted use.

# **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

## **Directors and Trustees report**

### **Finance**

Total Income for the year stood at £ 109,428, down £2,084 the previous year. Both Education Grant funding and session fees were lower than the previous financial year (down £16,124 and £2,013 respectively). However the loss of income was mitigated by reduced expenditure, despite the cost of replacing the school ramp which cost nearly £4,000. The most notable expense reduction was in staff costs (down £5,407 compared to the previous year), allowing the preschool to end the year with a small loss of just £463.

At the end of the period total bank balances were £71,601. The reserve account held £33,426. The total in the Fundraising Account at the end of the year stood at £6,523.

### **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 1 November 2021 and signed on its behalf.



T Archer  
Director and Treasurer

Mill Scott Ltd  
Chartered Accountants  
Mill End  
Clavering  
Saffron Walden  
CB11 4RP

## **CLAVERING & ARKESDEN PRESCHOOL**

### **INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS AND TRUSTEES OF CLAVERING & ARKESDEN PRESCHOOL**

We report on the accounts of Clavering & Arkesden Preschool for the year ended 31 August 2021, which are set out on pages 5 to 9.

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

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act); and
- state whether particular matters have come to our attention.

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

Our 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 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 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 our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements to:
  - keep accounting records in accordance with section 130 of the Act; and
  - prepare accounts which accord with the accounting records and comply with the accounting requirementshave not been met: or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mill Scott Ltd  
Chartered Accountants  
Mill End  
Clavering  
Saffron Walden  
CB11 4RP

1 November 2021

**CLAVERING & ARKESDEN PRESCHOOL**  
**Statement of Financial Activities**  
**for the year ended 31 August 2021**

	2021 £	2020 £
<b>Turnover</b>	109,428	111,512
<b>Administrative expenses</b>	(109,891)	(105,793)
<b>Net income/expenditure before interest</b>	<u>(463)</u>	<u>5,719</u>
<b>Net income/expenditure</b>	<u>(463)</u>	<u>5,719</u>
<b>Tax on (loss)/profit</b>	-	-
<b>Net income/expenditure for the year</b>	<u><u>(463)</u></u>	<u><u>5,719</u></u>

**CLAVERING & ARKESDEN PRESCHOOL**  
**Registered number: 06946102**  
**Balance Sheet**  
**as at 31 August 2021**

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	4	2,469	5,164
<b>Current assets</b>			
Debtors	5	854	1,276
Cash at bank and in hand		<u>71,601</u>	<u>73,289</u>
		72,455	74,565
<b>Creditors: amounts falling due within one year</b>	6	(8,944)	(13,286)
<b>Net current assets</b>		<u>63,511</u>	<u>61,279</u>
<b>Net assets</b>		<u>65,980</u>	<u>66,443</u>
<b>Funds</b>			
Unrestricted funds	8	61,714	66,443
Restricted funds	8	4,266	-
<b>Shareholders' funds</b>		<u>65,980</u>	<u>66,443</u>

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.



T Archer  
 Director

Approved by the board on 1 November 2021

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2021**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the FRS102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by Section 1A of the standard), and the Statement of Recommended Practice (SORP) applicable to charitable companies.

***Income***

Education grant funding and fees are included as income as they fall due. Amounts received in advance are treated as deferred income.

***Depreciation***

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

Computer equipment	33% straight line
Other equipment	25% straight line

**2 Employees**

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Average number of employees	<u>9</u>	<u>9</u>

None of the trustees have been paid any remuneration from an employment with the charity.

**3 Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

**4 Tangible fixed assets**

	<b>Equipment</b>
	<b>£</b>
<b>Cost</b>	
At 1 September 2020	<u>16,291</u>
At 31 August 2021	<u>16,291</u>
<b>Depreciation</b>	
At 1 September 2020	11,127
Charge for the year	<u>2,695</u>
At 31 August 2021	<u>13,822</u>
<b>Net book value</b>	
At 31 August 2021	<u>2,469</u>
At 31 August 2020	<u>5,164</u>

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2021**

<b>5 Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	125	12
Other debtors	729	1,264
	<u>854</u>	<u>1,276</u>

<b>6 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	56
Other creditors	8,944	13,230
	<u>8,944</u>	<u>13,286</u>

**7 Share capital**

The company has no issued share capital and is limited by guarantee for a total of £5.

<b>8 Funds</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
At 1 September 2020	66,443	-	66,443
Net income/expenditure for the year	(4,729)	4,266	(463)
At 31 August 2021	<u>61,714</u>	<u>4,266</u>	<u>65,980</u>

Unrestricted funds are held for the general purposes of the charity, being the provision of pre-school and nursery education.

## CLAVERING & ARKESDEN PRESCHOOL

### Detailed profit and loss account

for the year ended 31 August 2021

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

	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
<b>Sales</b>						
Education grant funding		67,826		84,250		
Fees and other related income		19,354		21,367		
Fundraising and donations - unrestricted		8,282		5,895		
Covid furlough grants		2,816		-		
			98,278			111,512
<b>Expenses</b>						
Staff salaries & pensions		80,932		86,339		
Training & recruitment		2,048		1,154		
Staff & children's uniform		786		121		
Children's snacks		288		479		
Craft & play supplies		1,159		1,737		
School trips & activities		1,025		1,356		
Printing, postage & stationery		417		431		
Telephone and broadband		829		829		
Licences & subscriptions		302		888		
IT & software		556		450		
Rent & rates		1,111		1,331		
Electricity		780		780		
Insurance		825		818		
Cleaning		2,974		2,643		
Repairs and maintenance		4,816		1,197		
Accountancy fees		700		920		
Other legal and professional		630		582		
Miscellaneous costs		134		1,044		
Depreciation		2,695		2,694		
			(103,007)			(105,793)
			(4,729)			5,719
<b>Restricted funds</b>						
Fundraising & grants		11,150		-		
Related expenses:						
Staff training & wellbeing	5,892			-		
Covid tests and cleaning	500			-		
Repairs	400			-		
Other	92			-		
		(6,884)				
			4,266			
<b>Net operating income/expenditure</b>			(463)			5,719

**CLAVERING & ARKESDEN PRESCHOOL**

England & Wales - Charity number 1132714

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# Accounts

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**Registered number**

**06946102**

**CLAVERING & ARKESDEN PRESCHOOL**

**(A company limited by guarantee)**

**Report and Accounts**

**31 August 2020**

# **CLAVERING & ARKESDEN PRESCHOOL**

## **Report and accounts**

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# **CLAVERING & ARKESDEN PRESCHOOL**

## **Legal and administrative information**

### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 27 June 2009.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company to carry out the functions of a Preschool and is governed under its Articles of Association. Under those Articles, the directors and trustees are elected annually at the AGM. The directors of the Company are as set out below.

Overall management of the organisation is the responsibility of the committee members who are elected and co-opted under the terms of the Memorandum & Articles of Association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

The company, which is a registered charity (No: 1132714), has exemption from using the word "limited" in its registered name.

### **Trustees and directors**

Richard Higgs, Chairperson

Emma Lister (appointed 22 October 2019), Secretary

Tom Archer, Treasurer

Nick Ackerman

Corin Greenhow

Jenny Helmsley (appointed 22 October 2019)

Chloe Richards

Beverley Bailey (resigned 22 October 2019)

Alexia Jones (resigned 22 October 2019)

Elizabeth Lawless (resigned 22 October 2019)

Nicola Raywood -Smith (resigned 22 October 2019)

Charissa Upton (resigned 22 October 2019)

### **Senior Staff Members**

Cara Donker - Manager

### **Registered office**

Clavering & Arkesden Preschool

Rear of School, Stortford Rd

Clavering

Saffron Walden

Essex

CB11 4PE

### **Independent Examiner**

Nick Caton

Mill Scott Ltd

Mill End

Mill Lane

Clavering

Saffron Walden

Essex

CB11 4RP

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

The directors present their reports and accounts for the year ended 31 August 2020.

#### **Aims and organisation**

The principle objective of preschool is to provide Early Years care for children in the Clavering and surrounding area aged between two and half years and statutory school age.

#### **Summary of the year**

The preschool has had a challenging year due to the Covid 19 pandemic. The effort of the staff and directors has been exceptional to manage the situation and communicate with families, adapting in a safe and efficient manner to continue to provide a provision whilst adhering to government advice. During lockdown, preschool made good use of tapestry and virtual communication tools to stay engaged with children until we could safely reopen, which we were able to do in June until the end of the summer term.

A new committee was appointed following the AGM in October 2019, with 2 new officer appointments taking place. Richard Higgs took over as Chairman and Emma Lister as Secretary, replacing Corin Greenhow and Beth Lawless respectively. The committee continues to meet regularly and we are advertising for new volunteers for committee and fundraising support for the coming year.

#### *Staff and Personnel*

We welcomed Arlene Walsh and Joanna Harris in the Spring Term as cover staff, with both continuing in the new academic year. Additionally Arlene has recently enrolled on an Early Years Initial Teacher Training Course.

Sadly, we said goodbye to two members of staff at the end of the summer term, Lisa Morrissey (our Financial Administrator) and Becci Howlett. A new financial administrator, Caroline Penny, was appointed in August.

Fortunately, the pre-school had sufficient resources through the Covid 19 lockdown period such that it was not necessary to furlough any staff members.

#### *Staff Training*

Staff training and development remains important to us and we continue to identify new initiatives to enrich the learning experience for children. Our forest school sessions have been particularly successful and such outdoor experiences will continue to be of focus for the New Year.

#### *Fundraising and Donations*

Due to the Covid 19 situation, fundraising and access to grants has been difficult to obtain. However a total of £845 was raised prior to the lockdown period. Additionally the preschool successfully obtained a grant from the Coronavirus Small Business Grant Fund which, along with careful management of budget, allowed it to end the academic year in a relatively good position.

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

#### **Finance**

Total Income for the year stood at £111,502, down £7,328 on the previous year. The largest driver of this was session fees – a significant proportion of the year's intake were places entitled to early year's funding and also, due to the Covid 19 closure, the pre school was unable to take any fee income for most of the summer term. However the loss of income was mitigated by reduced expenditure, the most notable reduction being staff costs, allowing the preschool to end the year with a net profit of £5,719.

At the end of the period total bank balances were £73,289. The reserve account held £33,420, an increase of £5,000 from the previous year, following a decision to recalculate the reserve requirement. The total in the Fundraising Account at the end of the year stood at £1,103.

#### **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 15 October 2020 and signed on its behalf.



T Archer  
Director and Treasurer

# **CLAVERING & ARKESDEN PRESCHOOL**

## **INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS AND TRUSTEES OF CLAVERING & ARKESDEN PRESCHOOL**

We report on the accounts of Clavering & Arkesden Preschool for the year ended 31 August 2020, which are set out on pages 5 to 9.

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

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act; and
- state whether particular matters have come to our attention.

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

Our 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 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 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 our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements to:
  - keep accounting records in accordance with section 130 of the Act; and
  - prepare accounts which accord with the accounting records and comply with the accounting requirementshave not been met: or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mill Scott Ltd  
Chartered Accountants  
Mill End  
Clavering  
Saffron Walden  
CB11 4RP

15 October 2020

**CLAVERING & ARKESDEN PRESCHOOL****Statement of Financial Activities****for the year ended 31 August 2020**

	2020	2019
	£	£
<b>Turnover</b>	111,512	118,840
Administrative expenses	(105,793)	(118,893)
<b>Net income/expenditure before interest</b>	<u>5,719</u>	<u>(53)</u>
<b>Net income/expenditure</b>	<u>5,719</u>	<u>(53)</u>
Tax on profit/(loss)	-	-
<b>Net income/expenditure for the year</b>	<u><u>5,719</u></u>	<u><u>(53)</u></u>

**CLAVERING & ARKESDEN PRESCHOOL**Registered number: **06946102****Balance Sheet**

as at 31 August 2020

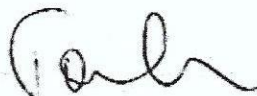
	Notes	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	4	5,164	7,460
<b>Current assets</b>			
Debtors	5	1,276	717
Cash at bank and in hand		73,289	64,439
		74,565	65,156
<b>Creditors: amounts falling due within one year</b>	6	(13,286)	(11,892)
<b>Net current assets</b>		61,279	53,264
<b>Net assets</b>		<u>66,443</u>	<u>60,724</u>
<b>Funds</b>			
Unrestricted funds	8	66,443	60,714
Restricted funds	8		10
<b>Shareholders' funds</b>		<u>66,443</u>	<u>60,724</u>

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.



T Archer

Director

Approved by the board on 15 October 2020

# CLAVERING & ARKESDEN PRESCHOOL

## Notes to the Accounts

for the year ended 31 August 2020

### 1 Accounting policies

#### *Basis of preparation*

The accounts have been prepared under the historical cost convention and in accordance with the FRS102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by Section 1A of the standard), and the Statement of Recommended Practice (SORP) applicable to charitable companies.

#### *Income*

Education grant funding and fees are included as income as they fall due. Amounts received in advance are treated as deferred income.

#### *Depreciation*

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

Computer equipment	33% straight line
Other equipment	25% straight line

### 2 Employees

	2020	2019
	Number	Number
Average number of employees	<u>9</u>	<u>8</u>

None of the trustees have been paid any remuneration from an employment with the charity.

### 3 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

### 4 Tangible fixed assets

	Equipment £
<b>Cost</b>	
At 1 September 2019	18,013
Additions	398
Disposals	(2,120)
At 31 August 2020	<u>16,291</u>
<b>Depreciation</b>	
At 1 September 2019	10,553
Charge for the year	2,694
On disposals	(2,120)
At 31 August 2020	<u>11,127</u>

**Net book value**

At 31 August 2020	5,164
At 31 August 2019	<u>7,460</u>

<b>5 Debtors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Other debtors	<u>1,264</u>	<u>717</u>
<b>6 Creditors: amounts falling due within one year</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	56	185
Other creditors	<u>13,230</u>	<u>11,707</u>
	<u>13,286</u>	<u>11,892</u>

**7 Share capital**

The company has no issued share capital and is limited by guarantee for a total of £5.

<b>8 Funds</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
At 1 September 2019 as previously stated	60,714	10	60,724
Net income/expenditure for the year	5,729	(10)	5,719
At 31 August 2020	<u>66,443</u>	<u>-</u>	<u>66,443</u>

Unrestricted funds are held for the general purposes of the charity, being the provision of pre-school and nursery education.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.