

**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**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	111,512	118,840
<b>Administrative expenses</b>	(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>
<b>Tax on profit/(loss)</b>	-	-
<b>Net income/expenditure for the year</b>	<u>5,719</u>	<u>(53)</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	9	8

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	16,291
<b>Depreciation</b>	
At 1 September 2019	10,553
Charge for the year	2,694
On disposals	(2,120)
At 31 August 2020	11,127

**Net book value**

At 31 August 2020

5,164

At 31 August 2019

7,460**5 Debtors****2020****2019****£****£**

Other debtors

1,264717**6 Creditors: amounts falling due within one year****2020****2019****£****£**

Trade creditors

56

185

Other creditors

13,23011,70713,28611,892**7 Share capital**

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

**8 Funds****2020****2020****2020****£****£****£****Unrestricted  
funds****Restricted  
funds****Total**

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

66,443-66,443

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.