

Registered number
06946102

CLAVERING & ARKESDEN PRESCHOOL
(A company limited by guarantee)

Report and Accounts

31 August 2021

CLAVERING & ARKESDEN PRESCHOOL
Report and accounts
Contents

	Page
Legal and administrative information	1
Directors and Trustees report	2
Independent Examiner's report	4
Statement of Financial Activities	5
Balance sheet	6
Notes to the accounts	7
Detailed income and expenditure schedule	9

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

CLAVERING & ARKESDEN PRESCHOOLRegistered number: **06946102****Balance Sheet**

as at 31 August 2021

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

	2021	2020
	Number	Number
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

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

5 Debtors

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

6 Creditors: amounts falling due within one year

	2021	2020
	£	£
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.

8 Funds

	2021	2021	2021
	£	£	£
	Unrestricted funds	Restricted funds	Total
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
	£	£	£	£	£	£
Sales						
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			-	
		<u>98,278</u>			<u>111,512</u>	
Expenses						
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	
		<u>(103,007)</u>			<u>(105,793)</u>	
		<u>(4,729)</u>			<u>5,719</u>	
Restricted funds						
Fundraising & grants		11,150			-	
Related expenses:						
Staff training & wellbeing	5,892			-		
Covid tests and cleaning	500			-		
Repairs	400			-		
Other	92			-		
		<u>(6,884)</u>			<u>-</u>	
		<u>4,266</u>			<u>-</u>	
Net operating income/expenditure		<u>(463)</u>			<u>5,719</u>	