

**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		66,799	71,601
		<u>68,974</u>	<u>72,455</u>
<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>
	<b>£</b>	<b>£</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>
	<b>£</b>	<b>£</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>£</b>	<b>£</b>	<b>£</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	
		103,159		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	
		(106,911)		(109,891)
<b>Net operating income/expenditure</b>		<u>(3,752)</u>		<u>(463)</u>