

**Alec Hunter Pre-School**

**Financial Statements**

**Year Ended 31 July 2021**

Charity registration number: 1137555

Company registration number: 07261959

# **Alec Hunter Pre-School**

## **Financial Statements**

**Year Ended 31 July 2021**

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## **Alec Hunter Pre-School**

### **Charity Reference and Administrative Details**

**Year Ended 31 July 2021**

**Charity registration number** 1137555

**Company registration number** 07261959

**Trustees** Mrs B Middleton  
Mr S Matthews  
Mr P Eldridge

**Registered office** Barber Memorial Hall  
Hay Lane North  
Braintree  
Essex  
CM7 3DU

## **Alec Hunter Pre-School**

### **Trustees' Annual Report**

#### **Year Ended 31 July 2021**

The Trustees present their report and the financial statements of the charity for the year ended 31<sup>st</sup> July 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

#### **Trustees of the charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

Mrs B Middleton  
Mr S Matthews  
Mr P Eldridge  
Mrs M Franklin (resigned 14/06/2021)

#### **Structure, governance and management**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Recruitment and appointment of new trustees**

Trustees are appointed each year at the Annual General Meeting. All parents of the children at the pre-school or from the local community are eligible to be elected.

##### **Induction and training of the new trustees**

New trustees receive a handover from outgoing trustees who remain contactable in case of need.

##### **Organisational structure**

The pre-school is run by a management committee made of a maximum of twelve parents and three volunteers from the local community. A minimum of five members of the committee are elected at the AGM to be Directors and Trustees of the company/charity.

The following roles are assigned within the committee:

Chairperson  
Vice Chairperson  
Secretary  
Treasurer  
Fees Administrator

The pre-school manager forms part of the committee and manages 6 members of staff, all of which have their own individual roles including Health and Safety, Child Protection and SEN. Sub committees are formed as and when required for ad hoc project work.

##### **Wider network**

The pre-school is registered with OFSTED and in 2016 received a GOOD rating. The charity is also a member of the Pre School Learning Alliance.

## **Alec Hunter Pre-School**

### **Trustees' Annual Report**

**Year Ended 31 July 2021**

#### **Related parties**

The pre-school has close links with the Carousel Children's Centre and the local library. We also have close links with local primary schools, which allow smooth transition when the children leave us to start school.

#### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The pre-school holds a contingency fund of 4 months running costs as well as full insurance.

#### **Objectives and activities**

##### **Objectives and aims**

The aims of the charity are to enhance the development and education of the children primarily under statutory school age by encouraging parents to understand and provide for the need of their children through community groups and by:

1. Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
2. Encouraging the study of needs of such children and their families and promoting public interest in and recognition of such needs.
3. Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance.

##### **Public benefit**

The pre-school provides services to pre-school children aged 2 – 5 years in support of the local need and therefore deemed to be acting for public benefit.

##### **Volunteers**

The management committee is made up entirely of volunteers who help run the pre-school and arrange and manage fund raising events.

The pre-school is fortunate to have many parent helpers in sessions.

#### **Achievement and performance**

##### **Charitable activities**

Fundraising activities are undertaken and donations received for specific needs. This year's events have been curtailed by the pandemic again, however we were able to do Christmas presents for parents, mother's day presents fundraisers and a colouring competition.

In addition, the pre-school received cash and charitable donations from parents and local businesses to support the charities aims and activities. We also received a donation from Tesco from their blue token campaign.

With the money from Tesco and other donations we have managed to buy new toys including training bikes, trampoline and a play based builders set for the garden. We have also been able to purchase various toys and books to support the preschools children; we also purchased various toys specified by the preschools SENCO team.

## **Alec Hunter Pre-School**

### **Trustees' Annual Report**

**Year Ended 31 July 2021**

#### **Investment Income**

The charity holds funds in current bank accounts, which generates a minimal amount of interest. The contingency fund is held in a savings bank account, which generates interest annually. These funds are held to ensure that the charity has a sufficient amount to ensure that it can continue to carry out its day to day operations in order to fulfil its charitable objectives.

#### **Financial review**

##### **Reserves policy**

The pre-school maintains to hold a contingency fund, which now covers four months running costs. The Trustees of the charity aim to ensure that it has sufficient reserves to ensure that it can continue to carry out its day to day operations in order to fulfil its charity objectives.

##### **Principle funding sources**

The pre-school receives the majority of its income from the Early Years funding and also charges a nominal fee to parents for children of pre funded age.

SEN Funding is received to help support the children with Special Education Needs.

##### **Future Developments**

As lockdown has now been fully relaxed the charity will continue fundraising to further the development of the Pre School. We also are continuing to apply for grants so we can continue to update the outdoor space including water play, a mud kitchen, a new shed and replacing the astro turf. We also want to look at possible alternative options for the heating of the Pre School.

The charity will continue to encourage new parents to join the committee or as parent helpers.

Staff training and development will continue in order to maintain the high level service provided.

The Trustees of the charity continue to take on board comments made by Ofsted and will work towards improvements for the charity as a whole.

These financial statements have been prepared in accordance with the provisions in part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

On behalf of the board



Paul Eldridge, Director and Trustee

25th April 2022

## **Alec Hunter Pre-School**

### **Independent Examiner's Report to the Trustees of Alec Hunter Pre-School**

**Year Ended 31 July 2021**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 July 2021 which are set out on pages 6 to 15.

#### **Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Pocknells LLP – Independent Examiner

Chartered Accountants and Registered Auditors

Henry Brake House  
46 Hullbridge Road  
South Woodham Ferrers  
Essex  
CM3 5NG

25th April 2022

# Alec Hunter Pre-School

## Statement of Financial Activities

		Year ended 31/07/2021			Year ended 31/07/2020
	SORP Ref	Unrestricted funds	Restricted funds	Total funds	Total
<b>Income and endowments from:</b>					
Charitable activities	A2	82,866	3,268	86,133	101,516
<b>Total income and endowments</b>		<b>82,866</b>	<b>3,268</b>	<b>86,133</b>	<b>101,516</b>
<b>Expenditure on:</b>					
Charitable activities	B2	84,041	761	84,803	89,927
<b>Total expenditure</b>	B	<b>84,041</b>	<b>761</b>	<b>84,803</b>	<b>89,927</b>
<b>Net income for the year</b>		<b>(1,176)</b>	<b>2,506</b>	<b>1,331</b>	<b>11,589</b>
<b>Net income after transfers</b>	A-B-C	<b>(1,176)</b>	<b>2,506</b>	<b>1,331</b>	<b>11,589</b>
		<b>(1,176)</b>	<b>2,506</b>	<b>1,331</b>	<b>11,589</b>
<b>Reconciliation of funds:-</b>	E				
<b>Total funds brought forward</b>		<b>80,481</b>	<b>15,687</b>	<b>96,168</b>	<b>84,579</b>
<b>Total funds carried forward</b>		<b>79,306</b>	<b>18,193</b>	<b>97,499</b>	<b>96,168</b>

The "SORP Ref" indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statements of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations.

**The notes attached on pages 9 to 15 form an integral part of these accounts**



# Alec Hunter Pre-School

## Balance Sheet as at 31 July 2021

	Note	SORP Ref	As at 31 July 2021		As at 31 July 2020	
			£	£	£	£
<b>Fixed assets</b>		A				
Tangible assets	9	A2		726		1,533
<b>Current assets</b>		B				
Debtors	10	B2	332		1,495	
Cast at bank and in hand		B4	103,036		100,357	
<b>Total current assets</b>			103,368		101,852	
<b>Creditors: amounts falling due within one year</b>	11	C1	(6,593)		(7,217)	
<b>Net current assets</b>				96,774		94,635
<b>Total net assets</b>				97,500		96,169
<b>The total net assets of the charity are funded by the funds of the charity as follows:-</b>						
<b>Restricted funds</b>						
Restricted revenue funds	12	D2		18,193		15,687
<b>Unrestricted funds</b>						
Unrestricted revenue funds	12	D3		79,306		80,481
<b>Designated funds</b>						
<b>Total charity funds</b>				97,500		96,169

The "SORP Ref" indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SORP.

The Directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of Companies Act 2006.

The member has 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 preparation of accounts.

**Alec Hunter Pre-School**

**Balance Sheet as at 31 July 2021**

The charity is subject to independent examination under the Charity Legislation, and the report of the independent examiner is on page 5.

The financial statements have been prepared in accordance with the provisions in part 15 of the Companies Act 2006, applicable to companies' subject to the small companies regime.



Paul Eldridge, Director and Trustee

Approved by the board of trustees on 25<sup>th</sup> April 2022

**The notes attached on pages 9 to 15 form an integral part of these accounts.**

**1 Summary of significant accounting policies**

**(a) General information and basis of preparation**

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016 and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

**(b) Income recognition**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the Charity before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants are recognised when the Charity has an entitlement to the funds and any conditions linked to the grant have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**(c) Expenditure recognition**

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated.

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities and is decreased by the utilisation of any provision within the period and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

**(d) Volunteers**

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in note 6.

## Alec Hunter Pre-School

### Notes to the Financial Statements

Year Ended 31 July 2021

#### (e) Tangible fixed assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

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

Furniture and equipment	20% straight line
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#### (f) Financial instruments including cash and bank balances

Cash held by the charity is included at the amount held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

#### (g) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### (h) Fund accounting

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

## 2 Income from charitable activities

	Total 2021	Total 2020
	£	£
Vouchers	79,185	92,667
Fees from parents and carers	<u>5,649</u>	<u>7,558</u>
	<u>84,834</u>	<u>100,224</u>

**Alec Hunter Pre-School**

**Notes to the Financial Statements**

**Year Ended 31 July 2021**

**3 Income from other trading activities**

	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>
Fundraising events	<u>1,279</u>	<u>1,236</u>

**4 Income from investments**

	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>
Deposit accounts interest	<u>20</u>	<u>56</u>

# Alec Hunter Pre-School

## Notes to the Financial Statements

Year Ended 31 July 2021

### 5 Allocation of support costs

	Current year total funds 2021 £	Prior year total funds 2020 £
<b>Employee costs not included in direct costs</b>		
Employee costs	55,535	59,782
<b>Premises expenses</b>		
Rent	14,400	14,400
Rates	33	696
Electricity	4,784	3,870
Water	248	347
Premises costs	-	160
<b>Administrative overheads</b>		
Bookclub	-	-
fundraising	119	258
SENCO	-	12
Telephone and broadband	699	691
Printing	334	507
Postage and stationery	314	350
Snacks and drinks	1,073	623
Cleaning	1,295	605
Training	695	385
General repairs and renewals	260	2,041
Equipment leasing	-	-
Professional fees	1,747	1,007
Accountancy fees	-	750
Equipment	97	178
Subscriptions	-	35
Gifts	-	183
School trips	-	-
Bank charges	84	87
Other expenses	1,854	1,255
Insurance	426	425
Pet care	-	-
<b>Financial costs</b>		
Depreciation and amortisation	808	1,281
<b>Support costs before reallocation</b>	84,803	89,927

## Alec Hunter Pre-School

### Notes to the Financial Statements

#### Year Ended 31 July 2021

##### 6 The contribution of volunteers

The charity depends on the support of its volunteers, which is much appreciated.

##### 7 Remuneration and payments to Trustees and persons connected with them

One Trustee received remuneration from the charity (£17,325) as authorised by the governing document. The remuneration was paid for services provided to the Charity in order to assist the achievements of its objectives, but over and above the services provided by their role as a Trustee.

##### 8 Staff costs and emoluments

Number of full-time employees or full time equivalents	2021	2020
The average number of total staff employed in the year was	<u>5</u>	<u>7</u>

##### 9 Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
At 1 August 2020	11,226	11,226
Additions	<u>-</u>	<u>-</u>
<b>At 31 July 2021</b>	<b><u>11,226</u></b>	<b><u>11,226</u></b>
<b>Depreciation</b>		
At 1 August 2020	9,692	8,412
Charge for the year	<u>808</u>	<u>1,281</u>
<b>At 31 July 2021</b>	<b><u>10,500</u></b>	<b><u>9,693</u></b>
<b>Net Book value</b>		
At 31 July 2021	<u>726</u>	<u>1,533</u>
At 31 July 2020	<u>1,533</u>	<u>2,814</u>

**Alec Hunter Pre-School**

**Notes to the Financial Statements**

**Year Ended 31 July 2021**

**10 Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	-	-
Other debtors	<u>332</u>	<u>1,495</u>
<b>Total debtors</b>	<b><u>332</u></b>	<b><u>1,495</u></b>

**11 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade Creditors	928	161
PAYE, NIC, VAT and other taxes	185	-
Other creditors	<u>5,480</u>	<u>7,056</u>
<b>Total creditors</b>	<b><u>6,593</u></b>	<b><u>7,217</u></b>



**Alec Hunter Pre-School**

**Notes to the Financial Statements**

**Year Ended 31 July 2021**

**12 Funds**

	At 1 August 2020	Incoming resources	Resources expended	Transfers	At 31 July 2021	Total movement
	£	£	£	£	£	£
<b>Designated funds</b>						
Contingency fund	33,843	-	-	-	33,843	-
Unrestricted fundraising and donations	20,202	3,236	(119)	-	23,319	3,117
Garden project fund	71	-	-	-	71	-
	54,115	3,236	(119)	-	57,233	3,117
<b>Restricted funds</b>						
SEN funding	15,687	3,268	(761)	-	18,193	2,506
Essex community foundation grant	-	-	-	-	-	-
<b>General funds</b>						
Unrestricted income fund	26,366	79,629	(83,923)	-	22,073	(4,293)
	<b>96,168</b>	<b>86,133</b>	<b>(84,803)</b>	<b>-</b>	<b>97,499</b>	<b>1,331</b>

**13 Related party transactions**

There were no related party transactions in the year.