



Treasurer's Report 2021-22

Overview

Pre-School reports in different ways to two separate bodies. We have to report in a prescribed manner to the Charities Commission (CC) and the enclosed financial statement (Appendix i) shows our Income and Expenditure for the year (to 31st August 2022). For the CC we are required to show how much money we receive in the year and how much we spend (Receipts and Payments). However, this means that we can receive and/or spend money in one financial year that is actually intended for the next. We also report to the pre-school membership, but here we show our performance against budget.

Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £9,102.62 less in its accounts at the 31st August 2022 than it did on the 31st August 2021.

At 1st September 2021 our balance at bank (all accounts) was £104,984.47. Receipts for the year were £112,010.61 and expenditure amounted to £121,113.23. The balance at bank (all accounts) at 31st August 2022 was £95,881.85. There was no cash-in-hand.

Appendix I shows a more detailed breakdown of Pre-school's income and expenditure for the year ended 31st August 2022.

For the period from	01/09/2021	To	31/08/2022	
Cashbook Reconciliation FY21_22	Current	Deposit	Shopping	Total
	£	£	£	£
Opening Balance at Bank 01/09/2021	64,810.51	40,173.96	0.00	104,984.47
Income for the year	<u>112,004.58</u>	<u>6.03</u>	<u>0.00</u>	<u>112,010.61</u>
	176,815.09	40,179.99	0.00	216,995.08
Expenses for the year	(119,714.10)	0.00	(1,399.13)	(121,113.23)
Transfers between accounts	<u>(26,799.13)</u>	<u>25,000.00</u>	<u>1,799.13</u>	<u>0.00</u>
Closing Balance at Bank 31/08/2022	<u>30,301.86</u>	<u>65,179.99</u>	<u>400.00</u>	<u>95,881.85</u>
Change in cash position	<u>(£34,508.65)</u>	<u>£25,006.03</u>	<u>£400.00</u>	<u>(£9,102.62)</u>

Appendix ii shows a Statement of Assets and Liabilities as at 31st August 2022. As can be seen from the statement pre-school holds very few assets (other than cash at bank) and has no creditors.

Performance against budget (Appendix iii)

Performance against budget shows how well Pre-School has performed financially after allowing for certain adjustments to our receipts and payments.

Pre-school's income has been adjusted so that cash received in advance of the financial year to which it relates is removed.

Pre-School budgeted for a surplus of £3,200 for 2021 - 22 and I am pleased to report that the actual surplus was £3,542.

This is a decent result which is testimony to the hard work put in by preschool staff and its 'Friends' being ever conscious of the need to grow income and keep control of expenses. However, the analysis below shows that the majority of the surplus comes from sources over which pre-school has little or no control and cannot, therefore, be relied upon going forward. Appendix iii shows a more detailed breakdown.

Income

Local Authority Funding	This is £8,054 favourable. Although there were fewer Sessions taken up than budgeted which cost £2,309. Preschool received unbudgeted funding of £10,363 from SENIF, SENCO, DAF and FF2
Fee Payers	This is £3,761 adverse and comes about as a consequence of fewer Sessions taken up than were originally budgeted.
Fundraising	This is £1,699 favourable and was brought about by unbudgeted income from the 'Friends'
Other	This is £3,802 favourable and comes from two grants, donations from groups and individuals who paid fundraising expenses from their own pocket.

Expenditure

Staff Costs	Staff costs were £4,237 adverse. Staff wages were higher than planned and training costs were slightly less than budgeted. There were some alterations to staffing that reduced the budgeted cost. However, there were also increases in staff costs to cover 1:1 needs of children. This cost is covered by increased Local Authority funding.
Preschool Costs	Preschool costs were £4,649 adverse. However, the cost of improvement work to the garden is shown here. Work on the garden was in the main paid for from grants. Actual expenditure within preschool was slightly less than budgeted.
Fundraising Costs	Fundraising costs were £397 adverse. This is because more uniforms were sold than budgeted and other fundraising activities had expenses. However, the majority of the fundraising costs (other than uniforms) were covered by other groups and individuals. These are shown as donations in Other Income.

Financial Year 2022 – 2023

Pre-school is expecting the forthcoming year to be financially challenging. The budget (Appendix iv) shows an expected **deficit** of £7,888. However, since it was set in June 2022 there have been significant changes to our staffing and staffing needs, children on role and funding.

Funding from the Local Authority (via central government) is not increasing at the same rate as inflation and overhead costs and therefore Preschool is becoming ever more reliant on the 'Friends' to raise the funds it needs.

Budgeting snapshot	<u>T1&T2</u>	<u>T3&T4</u>	<u>T5&T6</u>	<u>Full Year</u>
Surplus/Deficit from Operations	£1,879	£3,010	-£8,632	-£3,742
Surplus/Deficit from Fundraising	£254	-£471	-£479	-£696
Surplus/Deficit	£2,133	£2,539	-£9,111	-£4,438
Required Surplus	-£500	-£500	-£500	-£1,500
Additional contingency funding required	-£650	-£650	-£650	-£1,950
Additional income requirement	£983	£1,389	-£10,261	-£7,888

The budget will be revisited in January 2023 to look at the financial position. However, it is likely that preschool will have to use retained funds to offset a potential deficit.

Michael Stevens
Treasurer Ditton Church Pre-School
September 2022

Appendix i

DITTON CHURCH PRESCHOOL Financial Statements



For the period from 01/09/2021 To 31/08/2022

Receipts and Payments (to the nearest pound)

	Unrestricted Funds			Total funds	Last year Total funds
	General Fund	Designated Funds	Restricted Funds		
	£	£		£	£
Receipts					
Local Authority Funding	77,987	-	-	77,987	99,390
Fee Payers	23,665	3,424	-	27,089	33,161
Fundraising Activities	2,064	1,000	-	3,064	2,114
Other income	248	-	-	248	1,055
Garden Project	-	-	2,623	2,623	-
Forest School	-	-	1,000	1,000	-
Total receipts	103,964	4,424	3,623	112,011	135,719
Payments					
Staff Expenses	103,904	-	-	103,904	90,242
Preschool Expenses	3,714	-	-	3,714	3,603
Admin Expenses	7,502	-	-	7,502	6,148
Fundraising Expenses	438	-	-	438	1,334
Garden Project	-	1,760	3,647	5,406	-
Forest School	-	-	149	149	-
Total payments	115,558	1,760	3,796	121,113	101,326
Net of receipts/(payments)	- 11,594	2,664	- 173	- 9,103	34,393
Transfers between funds	- 5,330	- 39,670	45,000	-	-
Cash funds last year end	27,480	76,480	1,024	104,984	70,591
Cash funds this year end	10,556	39,474	45,851	95,882	104,984

Appendix ii



Statement of Assets and Liabilities at 31st August 2022

Unrestricted funds				
	General Fund	Designated Funds	Restricted Funds	Total All Funds
	£	£		£
Cash funds				
Current Account	10,156	19,294	851	30,302
Deposit Account		20,180	45,000	65,180
Shopping Account	400			400
Total cash funds	10,556	39,474	45,851	95,882
	General Fund	Designated Funds	Restricted Funds	Total All Funds
	£	£		£
Assets for re-sale				
Stock of uniforms	513			513
			Fund to which asset belongs	Cost
	Details			£
				Current value
				£
Assets retained for the charity's own use				
			Fund to which liability	Amount due
	Details			When due
Liabilities	Creditors		General	

Appendix iii



Budget v Actuals (Summary)

Period Ending 31st August 2022

	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>
	Full Year	Full Year	Full Year
<u>Income</u>			
<i>Local Authority Funding</i>	£89,985	£81,931	£8,054
<i>Fee Payer</i>	£27,872	£31,633	(£3,761)
<i>Fundraising</i>	£3,274	£1,575	£1,699
<i>Other</i>	£3,871	£69	£3,802
Total Income	£125,002	£115,208	£9,794
<u>Expenditure</u>			
<i>Staff</i>	£104,053	£99,816	(£4,237)
<i>PreSchool</i>	£9,120	£4,471	(£4,649)
<i>Admin</i>	£7,502	£7,333	(£169)
<i>Fundraising</i>	£785	£388	(£397)
Total Expenditure	£121,460	£112,008	(£9,452)
Surplus/(Defecit)	£3,542	£3,200	£342

Appendix iv

Operational and Fundraising Budget for the Financial Year 2022 – 23

	<u>T1&T2</u>	<u>T3&T4</u>	<u>T5&T6</u>	<u>Full Year</u>
<u>Operational Income</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Funded	£28,330	£23,041	£30,676	£82,047
Fees	£8,442	£7,326	£3,816	£19,584
Lunch	£4,158	£3,443	£3,586	£11,187
Consumables	£671	£573	£601	£1,845
Total Miscellaneous Income	£23	£23	£23	£69
Total Operational Income	£41,623	£34,406	£38,702	£114,732
<u>Operational Expense</u>				
Staff	£36,780	£27,269	£44,448	£108,498
Administration	£2,074	£3,337	£2,147	£7,558
Preschool	£200	£100	£50	£350
Consumables	£690	£690	£690	£2,069
Total Operational Expense	£39,744	£31,396	£47,335	£118,474
Surplus/Deficit from Operations	£1,879	£3,010	-£8,632	-£3,742
	<u>T1&T2</u>	<u>T3&T4</u>	<u>T5&T6</u>	<u>Full Year</u>
Fundraising Income	Budget	Budget	Budget	Budget
Children's Uniform Sales	£350	£100	£25	£475
Cost of Uniforms Sold	£315	£90	£23	£428
Income from uniform sales	£35	£10	£3	£48
Treasure Hunt	£500	£0	£0	£500
Photographer	£100	£0	£0	£100
Fundraising by the 'Friends of Ditton'	£300	£300	£300	£900
Christmas Party	£100	£0	£0	£100
Total Fundraising Income	£1,035	£310	£303	£1,648
Fundraising Expenses				
Books & Toys	£275	£275	£275	£825
Equipment	£411	£411	£411	£1,233
Entertainment	£95	£95	£95	£285
Total Fundraising Expense	£781	£781	£781	£2,343
Surplus/Deficit from Fundraising	£254	-£471	-£479	-£696

Chair's AGM Report – November 28th 2022

This has been another challenging but very positive year for Ditton Church Pre-School. The long-awaited Ofsted inspection took place in May and the Pre-School was declared Good with an outstanding in the area of the children's behaviour. I would like to pay tribute to the hard work and professionalism of the staff in leading the Pre-School through another very successful inspection. They are superbly led by our supervisor Wendy Caldicott. I would also like to thank Mike Stevens our treasurer for all this hard work over the past year. His attention to detail is legendary and we are truly grateful for the service he offers. Finance in the early learning sector is always a challenge so it is very reassuring to know we have a competent and efficient treasurer.

We look forward to the challenges of the coming year knowing that with a superb staff team and strong Committee we are well equipped to face the future. It is tremendous to continually hear how our Pre-Schools reputation goes before it and that is the best testimony we have. We have now been serving this community for almost twenty-two years with a first-rate pre-school education, marked by a commitment to excellence and a care and concern for each individual child.

Ross Terranova Chair Ditton Church Pre-School

Supervisor's report for October 2022 AGM

Overview of last year

Last year was one of gradually returning to normality after the pandemic. This involved reviewing processes that had been changed and making informed decisions about what to continue with and what to change. For example, mid pandemic we were not able to invite September starters in for their taster visits in the summer term so had to set aside a day for all new starters to visit before opening in September. We actually found that these children settled in much quicker as the taster visit was still fresh in their mind and it freed up time in the summer term for focusing on our leavers and teacher visits, so we decided to continue in this way in the future.

We finally had our long-awaited Ofsted inspection. Having heard much about the new inspection framework and how high the bar had been raised and many settings dropping from outstanding to requiring improvement, we are proud to have received an overall good, but maintaining outstanding for behaviour and attitudes and a very complimentary report.

Objectives and outcomes

One of our aims last year was to get our garden development project up and running again, by building an outdoor reading area and completing the allotment. Words cannot express our gratitude to Mike who designed and built our amazing reading area single handed. He worked diligently, spending whole days at Preschool for weeks on end, determined to complete the building works before the end of the summer term to ensure that the children who were leaving had a chance to access it. The children loved watching Mike at work and a group of our boys role played building games alongside him with their tool kits, while the girls stood lined up against the fence asking him "have you finished yet?" It is therefore not only an amazing addition to our garden for years to come but was a real learning experience for the children watching the progress of the building works.

The allotment was dug over and Alan helped with planting of potatoes, tomatoes, strawberries, pumpkins, beans and herbs. The children watered them and helped picked them, therefore learning the whole process 'from farm to fork'.

The next stage of our garden project will be to get a new quote for installing a wooden climbing apparatus and Astro turfing the remaining area of that side of the garden. Realistically this will now wait at least until springtime or when funds allow.

Another objective was to rebuild our staff team, recruiting new staff members and continuing professional development for others. After doubting her own ability for a while I was delighted when Amy stepped forward to apply for the role of Deputy Supervisor and Senco and have been amazed by how much her confidence has grown since taking on the role. I originally recruited Amy as our 'snack lady' many years ago, which was her first ever job and it has been so rewarding to gradually coax her out of the kitchen, persuade her to train as a practitioner and then onto her Level 3 qualification and now be working together as Supervisor and Deputy.

Lauren has worked incredibly hard on her apprenticeship training over the last 18 months, and I am delighted to congratulate her on receiving a very well deserved 'distinction' and now being a qualified Level 3 practitioner.

In May we welcomed Stacey to our team as a practitioner. We are applying for Stacey to start her apprenticeship in January. Kirsty also joined us as bank staff and in a 1-1 support role, but when Alison resigned from her post as practitioner, Kirsty applied and began working in that role as well after October half term. She will also sign up for an apprenticeship aiming to start next September.

This term we have welcomed Chloe to our team as bank staff and we are continuing to advertise for at least one more member of bank staff. Laura has been unable to work since January, due to ill health caused by long covid. We wish her a speedy recovery and hope that she will be back with us at some time in the future.

Not to miss anyone out, thank you to Lyn, Sheri, Sandie and Emma as well for their continued hard work and support and we send our best wishes to Alison who left us on at the end of term 1 after fourteen years.

SEND

Over recent years we have been supporting a fairly large number of children with additional needs and disabilities. This is ongoing and something we are very proud to have received such positive feedback from the local authority for. Supporting children who need additional help is extremely rewarding but we are becoming increasingly frustrated by the seemingly unnecessarily repetitive amount of paperwork required when applying for additional support or referring to other agencies and the slow response received in return.

I have put our concerns into writing and we have recently received a letter from the local authority regarding their latest Ofsted inspection, so very much hope that the required improvements will now be addressed.

Finances and fund raising

Mike will have a report for you to explain our current financial situation which I am sure will clearly demonstrate the importance of fund raising. Another of last years objectives was to put together a 'Friends of Ditton Church Preschool' group who would organise fundraising and social activities for Preschool to ensure we can continue to replenish resources and plan new fun activities for the children. We are really grateful to the ladies who headed this and for the funds they raised last year. As most of them have now left us as their children moved onto Infant school, we are really keen to ask new parents to step forward and join the group.

Committee

Finally, I would like to thank our Preschool committee for their support and in particular say thank you to Becca and Natalie who have served on our committee, not only while their

own children were with us, but continuing long after they left. We really appreciate your commitment and support over the years and hope we can find some willing parents to fill these two vacancies.

Wendy Caldicott, Preschool Supervisor

DITTON CHURCH PRESCHOOL

Financial Statements



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	Details	Fund to which asset belongs	Cost	Current value
			£	£
Assets retained for the charity's own use				

	Details	Fund to which liability	Amount due	When due
Liabilities	Creditors	General Fund		

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

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DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP

I have as requested examined the books and records for the year ended 31.08.21.

The records and petty cash ledger are full and comprehensive.

I have not carried out a full audit and do not consider one is necessary. In the areas I selected for examination and in the spot checks I made I did not find anything unsatisfactory.

In my opinion the financial statement for the year fairly represents the affairs and transactions of the year and the closing bank balances (total of 2 accounts) of £104984.47p and petty cash of NIL correctly state the balances held at the end of the year and I have accordingly countersigned the statement.

Peter Tite

