

Charity Registration No. 1143896

Company Registration No. 07195148 (England and Wales)

WEST DEAN PRESCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

WEST DEAN PRESCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Emily Tod Louise Jarvis Jennifer Rogers Jasjeet Stone
Charity number	1143896
Company number	07195148
Principal address	West Dean Chichester West Sussex PO18 0RJ
Registered office	West Dean Chichester West Sussex PO18 0RJ
Independent examiner	Jordan Abbott BSc ACA Jones Avens Limited Piper House 4 Dukes Court Bognor Road Chichester West Sussex PO19 8FX

WEST DEAN PRESCHOOL

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 13

WEST DEAN PRESCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2020

The Trustees present their report and financial statements for the year ended 31 August 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are to introduce children between 2.5 and 5 years old to basic learning skills in a safe and enjoyable environment, prior to them entering mainstream education.

The policies adopted in furtherance of these objects are in accordance with the constitution of the Preschool Learning Alliance.

Our aims are to provide children with the basic learning skills required to interact with their peers, also to provide a stable foundation upon which they can build on once in mainstream education. Our preschool has strong links with the local primary school and we fully support any opportunity to assist the school in fund-raising events as well as preschool specific ventures.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

Achievements and performance

The academic year began well, with good numbers of children in all sessions, a healthy waiting-list for coming terms and plenty of requests for trial days/viewings being generated by our marketing materials. The autumn term was successful in fundraising terms as well, with us receiving our share of the West Dean Primary School Summer Fete proceeds, and a very well-supported Christmas bake sale and raffle.

Into spring term, we again began with strong attendance and new children joining/and booked to join the cohort. However, as the Covid-19 pandemic took hold we, like many other businesses, began to face unprecedented challenges.

When school closures became widespread, we were no longer able to charge our privately funded children for their sessions, as we were not offering the contracted provision. Fortunately, in the case of our local authority funded children (who are the majority), the council agreed to continue to pay for the hours that would have been provided that term.

This meant that we were able to continue to meet our fixed costs and retain/pay all staff, even though they were not able to work in setting.

We were very pleased to be able to support the one child on our register that qualified for a key-worker place. This was made possible by our Setting Supervisor temporarily joining the key worker provision at West Dean Primary School and including that child with her. Our strong links with the primary school made this possible, and we are reminded how important that relationship can be.

We continued our key-worker provision during the Easter school holidays in order to provide the support that was needed. After the May half-term we were able to re-open our own setting, doing so with an additional four children returning to sessions.

The staff showed huge resilience and adaptability as they managed the almost daily changes to guidelines. They worked together, and with the committee, to ensure that our school could stay open safely.

Over the coming weeks, the council continued to pay for all funded places, and some of our fee-paying children also returned to school. We faced additional costs in this period as we purchased additional PPE and other resources to help reduce the risk of coronavirus infection. We hope to be able to secure some funding through a Covid-support grant to help reimburse some of that expense.

WEST DEAN PRESCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2020**

By the end of June 2020, we had welcomed 12 children back to setting and were able to use all our staff in setting, allowing them to keep up their practice hours. The local authority continued to pay for funded places, making this period viable.

At the end of the academic year, our Deputy Setting Supervisor moved on to another role at a local Primary School. We were fortunate, however, to have been able to recruit an excellent replacement who is also qualified to primary level, bringing a great deal of skill and enthusiasm to our business.

Going forwards, we continue to have very good numbers of children on register, and booked-in to join. We hope to have the opportunity to return to more normal fundraising activities, and in the meantime, are beginning a range of 'Covid-secure' fundraisers such as 'virtual bake-sales'. We hope to have the opportunity in the next academic year to return to the key objective of securing a new building for our school.

As the Covid restrictions begin to ease, we hope to be able to bring the committee back together for more traditional meetings, and to be able to recruit some of the newly registered parents to key committee roles and directorships.

Financial review

The trustees and directors are now turning attention to the huge task of raising funds to replace our school building. We have established an account for the new building funds, and estimate that around £100,000 will be needed. We will establish a special committee to focus on this fundraising in the coming year.

Going forward, we would like to look at the options for increasing our offering by provision of a 'breakfast club', or possibly an even later finish time. However, limitations of our lease need to be considered, as well as the costs of trialling any new sessions.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Charity is a company limited by guarantee incorporated under the Companies Act 2006 on 18 March 2010 and is a registered charity (number 1143896).

The Trustees, who are also the directors for the purpose of company law, and who held office during the year and up to the date of signature of the financial statements were as follows:

Emily Tod
Louise Jarvis
Jennifer Rogers
Jasjeet Stone

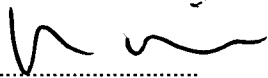
The charity is run by a parent elected committee, with volunteers being elected into key positions by committee members.

None of the Trustees have any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

WEST DEAN PRESCHOOL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2020**

On behalf of the board of Trustees



.....
Louise Jarvis

Trustee

Dated: 28.5.21

WEST DEAN PRESCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WEST DEAN PRESCHOOL

I report to the Trustees on my examination of the financial statements of West Dean Preschool (the Charity) for the year ended 31 August 2020.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity 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 the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Jordan Abbott BSc ACA

Jones Avens Limited
Piper House 4 Dukes Court
Bognor Road
Chichester
West Sussex
PO19 8FX

Dated: 28/05/2021

WEST DEAN PRESCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<u>Income from:</u>			
Voluntary income	3	1,297	1,247
Charitable activities	4	57,527	77,898
Investments	5	46	30
Total income		58,870	79,175
<u>Expenditure on:</u>			
Charitable activities	6	53,634	63,500
Net income for the year/ Net movement in funds		5,236	15,675
Fund balances at 1 September 2019		43,313	27,638
Fund balances at 31 August 2020		48,549	43,313

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WEST DEAN PRESCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	10		1,509		-
Current assets					
Debtors	11	1,633		1,539	
Cash at bank and in hand		53,521		51,848	
		55,154		53,387	
Creditors: amounts falling due within one year	12	(8,114)		(10,074)	
Net current assets			47,040		43,313
Total assets less current liabilities			48,549		43,313
Income funds					
Unrestricted funds			48,549		43,313
			48,549		43,313

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2020.

The director acknowledges her responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 28.5.21



Louise Jarvis
Trustee

Company Registration No. 07195148

WEST DEAN PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

Charity information

West Dean Preschool is a private company limited by guarantee incorporated in England and Wales. The registered office is West Dean, Chichester, West Sussex, PO18 0RJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Expenditure

All expenditure is accounted for on an accruals basis and includes attributable VAT.

Governance costs are those associated with constitutional and statutory requirements.

WEST DEAN PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and machinery	5 years straight line
Fixtures, fittings & equipment	3 years straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

WEST DEAN PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Voluntary income

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Donations and gifts	1,297	1,247

WEST DEAN PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

4 Charitable activities

	Fees 2020 £	Fees 2019 £
Fees	57,527	77,898

5 Investments

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Interest receivable	46	30

6 Charitable activities

	Preschool child care 2020 £	Preschool child care 2019 £
Staff costs	41,399	46,628
Depreciation and impairment	377	-
Rent	600	900
Rates	150	292
Insurance	1,561	1,514
Light and heat	537	745
Repairs and maintenance	2,258	5,258
Cleaning	386	212
Toys, books and uniforms	804	175
Printing, stationary and postage	181	621
Telephone	618	672
Computer costs	11	844
Bookkeeping	379	317
Sundry expenses	1,982	2,792
Staff training and subscriptions	617	796
	51,860	61,766
Share of governance costs (see note 7)	1,774	1,734
	53,634	63,500

WEST DEAN PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

7 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Audit fees	-	1,056	1,056	-	1,038	1,038
Legal and professional	-	718	718	-	696	696
	-	1,774	1,774	-	1,734	1,734
Analysed between Charitable activities	-	1,774	1,774	-	1,734	1,734

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

9 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	6	7
Employment costs	2020 £	2019 £
Wages and salaries	41,182	46,396
Other pension costs	217	232
	41,399	46,628

There are no employees who received more than £60,000 (2019: none).

WEST DEAN PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2020

10 Tangible fixed assets

	Plant and machinery	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 September 2019	11,481	1,478	12,959
Additions	1,886	-	1,886
At 31 August 2020	13,367	1,478	14,845
Depreciation and impairment			
At 1 September 2019	11,481	1,478	12,959
Depreciation charged in the year	377	-	377
At 31 August 2020	11,858	1,478	13,336
Carrying amount			
At 31 August 2020	1,509	-	1,509

11 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	26	26
Prepayments and accrued income	1,607	1,513
	1,633	1,539

12 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Other taxation and social security		392	256
Deferred income	13	5,843	7,797
Trade creditors		107	80
Accruals and deferred income		1,772	1,941
		8,114	10,074

13 Deferred income

	2020 £	2019 £
Other deferred income	5,843	7,797

WEST DEAN PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) ***FOR THE YEAR ENDED 31 AUGUST 2020***

14 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).