

Early Days Pre-School

England & Wales · Charity number 1150645

Details

Other names EARLY DAYS PLAYGROUP

Status Registered

Legal form Charitable company

Company number [08205128](#)

Registered 2013-01-31

Register [View on the Charity Commission register](#)

Contact

Address Oughton Primary & Nursery School
Mattocke Road
Hitchin
SG5 2NZ

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Activities

Objects: THE OBJECTS OF THE PRE-SCHOOL ("THE OBJECTS") ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS 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 THE 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 PRESCHOOL LEARNING ALLIANCE.

Activities: Provision of Early Years Education for children of pre-school age (over 2 and under 5 year olds).

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£181,410	£190,904	-	-
2024-03-31	£167,251	£177,832	-	-
2023-03-31	£165,202	£171,407	-	-
2022-03-31	£167,723	£149,430	-	-
2021-03-31	£108,497	£137,856	-	-

Trustees

Name	Role	Appointed
Natalie Whyman-Keighley	Chair	2024-06-05
Andrew Sean Hyde		2025-03-14
Dianne Judy Mitchell		2013-10-01
Jessica Lucienne Papapetrou		2021-12-01
Kayleigh Hyde		2025-03-14
Paula Georgina Carr		2019-07-01

Early Days Pre-School

England & Wales - Charity number 1150645

Accounts

REGISTERED COMPANY NUMBER: 08205128 (England and Wales)
REGISTERED CHARITY NUMBER: 1150645

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025
FOR
EARLY DAYS PRE-SCHOOL**

EARLY DAYS PRE-SCHOOL

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 14
Detailed Statement of Financial Activities	15 to 16

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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

Objectives and aims

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025.

The trustees have adopted the provisions of 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 January 2015).

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities, and in particular, the specific guidance on charities for the advancement of Education.

The charity's purpose as set out in the objects contained in the company's memorandum of association are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs 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 the needs of such children and their families and promoting public interest in and recognition of such needs;

3) Instigating and adhering to and further the aims and objects of the Preschool Learning Alliance.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The Pre-School has continued to enrol children in the local area. There are a wide mix of age ranges attending and we continue to attract children attending the nursery at Oughton School for lunches and the afternoon wraparound care.

A maximum of 30 children aged from their second and up to their fifth birthday may attend the Pre-School at any one time. There were over 40 children on roll, all of whom are in the early years age range. The Pre-School receives government funding for early education places - this can be for 15 or 30 hours. It supports children with special educational needs and/or disabilities and those who speak English as an additional language, numbers of which are increasing. Up to 9 staff directly work with the children.

Fundraising activities

We have completed the following fundraising activities this year and raised a total of £890.38, which includes an amount for Toddle Waddle of £413.00, which although was conducted in the 2025-26 financial year, some parents deposited funds into the bank account prior to 31 March 2025.

The other fundraising activities and the amounts raised included:

Christmas Fundraising (Baubles, Christmas Party) £77.50

North Herts Lottery commission £337.50

Easyfundraising commission £16.15

Voluntary snack donation £34.23 (this was discontinued in September 2025).

Ad hoc payments £12.00

We are also part of the North Herts Lottery incentive and receive monthly payments from North Herts Lottery. This is based on the number of tickets sold against Early Days Pre-School - we receive 50% of all ticket sales. A small amount was also raised through shopping via www.easyfundraising.co.uk.

There are also occasional small ad hoc payments from parents via overpayment of fees etc.

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

FINANCIAL REVIEW

The total income for the period of trading was £179,890. The majority of the income for the Pre-School comes from Government funding for pre-school children (£160,508). The remainder is obtained from fees charged to parents (£19,382) and further fundraising/voluntary donations.

At 31 March 2025, we had net cash assets of £56,409 which are held in our bank accounts.

Parent hourly fees were increased in September 2024, to try and offset the increases in National Minimum Wage and National Insurance contributions and the rises in the general costs of living. We continue to remain competitive with other settings in the area.

Early Days Pre-School use a company called Peninsula for HR and Health & Safety Advice/support - these are invaluable services to the management to ensure we are meeting all our legal obligations. We also subscribe to the Employee Assistance Programme which provides support to staff via Health Assured. These services and associated costs are being reviewed and may be reduced during the next financial year.

At the time of the report, once again, our only ongoing debt remains the outstanding rent between April 2016 and November 2019. This was accrued whilst the lease was being negotiated and we could not pay as we were not invoiced. We have still not received an invoice for the rent owing between April 2016 and November 2019. This has been followed up by Early Days Pre-School with Carter Jonas, the company responsible for managing the lease and accounts on behalf of Hertfordshire County Council.

The lease renewal process was started and at the time of the report, had been agreed (November 2024). Legal costs associated with this renewal were part of this year's outgoings. There was an error in the previous report: The rent increase was from £1050 per annum (paid quarterly) to £1,440 per annum (paid quarterly) - a 37% increase.

During this financial year, an accounting system (FreeAgent) provided free through NatWest bank continues to be used to reconcile transactions and invoicing of parent fees, so payments made via BACS can be reconciled, making parent fee invoicing more robust. Most parents now pay via BACS rather than cash and therefore a decision was made to reconcile cash book payments on a termly basis.

A decision was reluctantly made, due to a change in legislation, that a consumables charge would be implemented from September 2024, to help cover costs of snacks, food, nappies, wipes etc. We have always requested a voluntary snack donation, but this was generally poorly contributed to (total of £108 in 2024-25). We are unable to raise funds in many additional ways and most of the children attending are funded and attend only for those funded hours, and the level of funding is insufficient to meet the costs required to run the pre-school to the high standards we aspire to.

Capital projects were minimal during this financial year. The greatest additional cost was the legal fees for the lease renewal.

The financial constraints continue and legislation changed again early 2025 related primarily to the consumables charge, introduced in the previous financial year, which meant that this charge can now only be voluntary from April 2025. Details of what this charge encompasses needs to be clearly itemised on our external facing website by January 2025.

A review of our overall budget, reserves and funds is currently being conducted, at the time of writing the report (July 2025). The National Living Wage from 1 April 2025 increases from £11.44 to £12.21. Employer National Insurance contribution percentage also increases: the full impact of this is yet to be realised due to the employment allowance. Despite the increases in all these external expenses, the NEF funding rate did not increase accordingly, resulting in another financial impact on our financial resources.

FUTURE PLANS

Early Days Pre-School are continuing to enhance the setting in various ways, including the outdoor area. However, there are no plans for any major work in the next Financial Year.

During 2025-26, we will look at whether Gift Aid can be used for voluntary donations and fundraising events.

We may consider adding a Breakfast Club to our services during the next financial year. Feasibility of this will be determined.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

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.

The organisation is a charitable company limited by guarantee, incorporated on 6 September 2012 and has no share capital. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 (one pound).

Recruitment and appointment of new trustees/management committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as the members of the Management Committee. Most members of the Management Committee give their time voluntarily and receive no benefits from the charity. One director, Mrs Paula Carr, the Pre-School manager, is a director and trustee but does not receive or will receive any remuneration for their trustee role and play no part in any management decisions that may directly affect them (eg salary rises). It is always the aim to recruit trustees from the parents of the children attending the Pre-School.

There have been several changes in the trustees/Directors during this reporting period:

3 directors have been appointed:

- o Mr Andrew Sean Hyde
- o Mrs Kayleigh Hyde
- o Ms Natalie Claire Whyman-Keighleigh

and 2 directors have resigned:

- o Miss Emma Lightening
- o Miss Stella King

Mrs Emma Lightening was due to be part of the Registration, however, there were issues with her ability to log onto the Government Gateway in order to apply to OFSTED, and so she withdrew before taking any active role on the committee. She was then removed from Companies House and Charity Commission (required to be input in order to apply to OFSTED).

The management committee aim to meet at least 3 times a year, but this was not met in the last year. An agenda and minutes are produced with actions. Decisions of the committee (resolutions) can be made at meetings or via email discussions/decisions via Microsoft forms, and these paper decisions are retained.

The committee members are responsible for making decisions on all matters of general concern and importance to Early Days Pre-School, including deciding on how the funds are to be spent. They are also responsible for ensuring appropriate remuneration of staff and payment of invoices. However, the day to day running, and planning activities of the Pre-School itself are primarily the responsibility of the Pre-School manager, with input from the committee, when necessary.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Early Days Pre-School was registered in November 2002 and became a Company limited by guarantee on 6 September 2012. On 5th November 2019, the name was officially changed from 'Early Days Playgroup' to 'Early Days Pre-School' in order to better reflect the activities that we do and service we provide. A new logo was also produced.

The Pre-School operates from a large, self-contained room on the site of Oughton Primary and Nursery School in Hitchin, which is in a designated area of deprivation. The children have access to an outdoor area and a covered outdoor classroom.

The Pre-School operates Monday to Friday during term times (38 weeks) between the hours of 8.45am and 3.15pm. This includes a morning and afternoon session of 3 hours each and a lunch club between 11.45am and 12.15pm. Children can attend for a variety of sessions. A maximum of 30 children aged between two and five years may attend the Pre-School at any one time. There can be up to 70 children on roll, all of whom are in the early years age range and the Pre-School receives funding for early education places. It supports children with special educational needs and/or disabilities and those who speak English as an additional language. We have a dedicated SENDCo to support children

Eight staff directly work with the children and hold relevant National Vocational Qualifications (NVQs) at level 2 or 3 and receive additional appropriate training when required. An additional member of staff is employed as the Administrative Manager for both the committee and Pre-School staff. The Pre-School is registered with Ofsted on the Early Years Register and the compulsory and voluntary parts of the Childcare Register. All staff (including admin) who were working at Early Days completed their Paediatric First Aid Training in January 2022.

Risk management

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08205128 (England and Wales)

Registered Charity number

1150645

Registered office

Oughton Primary And Nursery School
Mattocke Road
Hitchin
Hertfordshire
SG5 2NZ

Trustees

Mrs D Mitchell
Mrs P G Carr
Mrs S King (resigned 7.3.2025)
Miss R Lyden
Miss J L Papapetrou
Mrs E Lightening (resigned 5.6.2024)
A S Hyde (appointed 14.3.2025)
Mrs K Hyde (appointed 14.3.2025)
Ms N C Whyman-Keighley (appointed 5.4.2024)

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Alf Del Basso
Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
7-8 Portmill Lane
Hitchin
Hertfordshire
SG5 1DJ

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 8 December 2025 and signed on its behalf by:

Ms N C Whyman-Keighley - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)**

Independent examiner's report to the trustees of Early Days Pre-School ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's 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 charity'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:

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.

Alf Del Basso

Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
7-8 Portmill Lane
Hitchin
Hertfordshire
SG5 1DJ

8 December 2025

EARLY DAYS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	179,890	-	179,890	164,754
Other trading activities	3	840	-	840	1,826
Investment income	4	680	-	680	671
Total		181,410	-	181,410	167,251
EXPENDITURE ON					
Raising funds		10	-	10	-
Charitable activities					
Charitable activities		30,365	-	30,365	31,420
Staff costs		160,529	-	160,529	146,412
Total		190,904	-	190,904	177,832
NET INCOME/(EXPENDITURE)		(9,494)	-	(9,494)	(10,581)
RECONCILIATION OF FUNDS					
Total funds brought forward		58,545	-	58,545	69,126
TOTAL FUNDS CARRIED FORWARD		49,051	-	49,051	58,545

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

**BALANCE SHEET
31 MARCH 2025**

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
FIXED ASSETS					
Tangible assets	9	1,158	-	1,158	2,386
CURRENT ASSETS					
Debtors	10	168	-	168	2,561
Cash at bank		56,409	-	56,409	61,795
		56,577	-	56,577	64,356
CREDITORS					
Amounts falling due within one year	11	(8,684)	-	(8,684)	(8,197)
NET CURRENT ASSETS					
		47,893	-	47,893	56,159
TOTAL ASSETS LESS CURRENT LIABILITIES					
		49,051	-	49,051	58,545
NET ASSETS					
		49,051	-	49,051	58,545
FUNDS					
Unrestricted funds	13			49,051	58,545
TOTAL FUNDS					
				49,051	58,545

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 8 December 2025 and were signed on its behalf by:

N C Whyman-Keighley - Trustee

The notes form part of these financial statements

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the pound sterling (£).

Significant judgements and estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. In the Trustees' opinion, there are no significant judgements or key sources of estimation uncertainty.

Financial instruments

The charity only enters into basic financial instruments that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Profit and Loss Account.

Financial assets and liabilities are offset and the net amount reported in the Balance Sheet when there is an 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES - continued

Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2025	2024
	£	£
Parents contributions	19,382	28,546
Funding	160,508	136,208
	<u>179,890</u>	<u>164,754</u>

Funding obtained generally are shown as an incoming resource. Funding obtained specifically are offset against the resource expenditure in the period which it relates.

3. OTHER TRADING ACTIVITIES

	2025	2024
	£	£
Fundraising events	<u>840</u>	<u>1,826</u>

4. INVESTMENT INCOME

	2025	2024
	£	£
Interest receivable - trading	<u>680</u>	<u>671</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025	2024
	£	£
Depreciation - owned assets	<u>1,228</u>	<u>2,270</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

6. TRUSTEES' REMUNERATION AND BENEFITS

Remuneration of £29,856 (2024 - £27,579) was paid to P Carr during the year for her role as Pre-School manager and OFSTED nominated person, no remuneration was received for her role as trustee.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2025	2024
Day care staff	9	9

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	164,754	-	164,754
Other trading activities	1,826	-	1,826
Investment income	671	-	671
Total	<u>167,251</u>	<u>-</u>	<u>167,251</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	31,420	-	31,420
Staff costs	146,412	-	146,412
Total	<u>177,832</u>	<u>-</u>	<u>177,832</u>
NET INCOME/(EXPENDITURE)	(10,581)	-	(10,581)
RECONCILIATION OF FUNDS			
Total funds brought forward	69,126	-	69,126
TOTAL FUNDS CARRIED FORWARD	<u>58,545</u>	<u>-</u>	<u>58,545</u>

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Totals £
COST			
At 1 April 2024 and 31 March 2025	<u>9,459</u>	<u>6,121</u>	<u>15,580</u>
DEPRECIATION			
At 1 April 2024	8,987	4,207	13,194
Charge for year	<u>472</u>	<u>756</u>	<u>1,228</u>
At 31 March 2025	<u>9,459</u>	<u>4,963</u>	<u>14,422</u>
NET BOOK VALUE			
At 31 March 2025	<u>-</u>	<u>1,158</u>	<u>1,158</u>
At 31 March 2024	<u>472</u>	<u>1,914</u>	<u>2,386</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	-	2,279
Prepayments and accrued income	<u>168</u>	<u>282</u>
	<u>168</u>	<u>2,561</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Social security and other taxes	2,735	1,950
Accruals and deferred income	<u>5,949</u>	<u>6,247</u>
	<u>8,684</u>	<u>8,197</u>

12. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2025 £	2024 £
Within one year	1,440	1,172
Between one and five years	<u>5,280</u>	<u>6,720</u>
	<u>6,720</u>	<u>7,892</u>

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2025**

13. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	58,545	(9,494)	49,051
TOTAL FUNDS	<u>58,545</u>	<u>(9,494)</u>	<u>49,051</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	181,410	(190,904)	(9,494)
TOTAL FUNDS	<u>181,410</u>	<u>(190,904)</u>	<u>(9,494)</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	69,126	(10,581)	58,545
TOTAL FUNDS	<u>69,126</u>	<u>(10,581)</u>	<u>58,545</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	167,251	(177,832)	(10,581)
TOTAL FUNDS	<u>167,251</u>	<u>(177,832)</u>	<u>(10,581)</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2025

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	At 31.3.25 £
Unrestricted funds			
General fund	69,126	(20,075)	49,051
TOTAL FUNDS	<u>69,126</u>	<u>(20,075)</u>	<u>49,051</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	348,661	(368,736)	(20,075)
TOTAL FUNDS	<u>348,661</u>	<u>(368,736)</u>	<u>(20,075)</u>

14. EMPLOYEE BENEFIT OBLIGATIONS

The Charity operates an auto-enrolment pension scheme for the benefit of its employees. During the year, the Charity contributed £2,615 (2024 - £2,220).

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

16. ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees.

EARLY DAYS PRE-SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Parents contributions	19,382	28,546
Funding	160,508	136,208
	<hr/>	<hr/>
	179,890	164,754
Other trading activities		
Fundraising events	840	1,826
Investment income		
Interest receivable - trading	680	671
	<hr/>	<hr/>
Total incoming resources	181,410	167,251
 EXPENDITURE		
Staff costs		
Wages	151,792	140,566
Social security	5,516	2,978
Pensions	2,615	2,220
Training	797	150
	<hr/>	<hr/>
	160,720	145,914
Support costs		
Management		
Purchases	4,144	5,473
Insurance	1,214	1,166
Telephone	1,683	1,380
Postage and stationery	195	220
Sundries	940	1,018
Subscriptions	4,852	4,521
	<hr/>	<hr/>
	13,028	13,778
Finance		
Bank charges	302	318
Bad debts	143	693
	<hr/>	<hr/>
	445	1,011
Information technology		
Computer expenses	588	493
Property expenditure		
Premises costs	7,641	11,159
Carried forward	7,641	11,159

This page does not form part of the statutory financial statements

EARLY DAYS PRE-SCHOOL

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025**

	2025 £	2024 £
Property expenditure		
Brought forward	7,641	11,159
Improvements to property	472	1,892
Computer equipment	756	378
	<hr/> 8,869	<hr/> 13,429
Governance costs		
Accountancy and legal fees	7,254	3,207
	<hr/> 190,904	<hr/> 177,832
Total resources expended		
Net expenditure	<hr/> (9,494) <hr/>	<hr/> (10,581) <hr/>

This page does not form part of the statutory financial statements

Early Days Pre-School

England & Wales - Charity number 1150645

Accounts

REGISTERED COMPANY NUMBER: 08205128 (England and Wales)
REGISTERED CHARITY NUMBER: 1150645

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
FOR
EARLY DAYS PRE-SCHOOL**

EARLY DAYS PRE-SCHOOL

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 14
Detailed Statement of Financial Activities	15 to 16

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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

Objectives and aims

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024.

The trustees have adopted the provisions of 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 January 2015).

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities, and in particular, the specific guidance on charities for the advancement of Education.

The charity's purpose as set out in the objects contained in the company's memorandum of association are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs 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 the needs of such children and their families and promoting public interest in and recognition of such needs;

3) Instigating and adhering to and further the aims and objects of the Preschool Learning Alliance.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Pre-School has continued to enrol children in the local area. There are a wide mix of age ranges attending and we continue to attract children attending the nursery at Oughton School for lunches and the afternoon wraparound care.

A maximum of 30 children aged from their second and up to their fifth birthday may attend the Pre-School at any one time. There were over 50 children on roll, all of whom are in the early years age range. The Pre-School receives government funding for early education places - this can be for 15 or 30 hours. It supports children with special educational needs and/or disabilities and those who speak English as an additional language, numbers of which are increasing. Up to 9 staff directly work with the children.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

We have completed the following fundraising activities this year and raised a total of £1,666.08:

The fundraising activities and the amounts raised included:

Christmas Fundraising (Baubles, Christmas Party) £139.50

Toddle Waddle £1,065.60

Photo Shoot commission £40.00

North Herts Lottery incentive £371.50

Amazon Smile programme £49.48

The Toddle Waddle was once again a particularly successful fundraiser with limited adult input and we raised £1,065.60.

We are also part of the North Herts Lottery incentive and receive monthly payments from North Herts Lottery. This is based on the number of tickets sold against Early Days Pre-School - we receive 50% of all ticket sales. The amount raised in this financial year was £371.50.

The Amazon Smile programme was closed this year and the total amount received was £49.48.

There are also occasional small ad hoc payments from parents towards our fundraising effort and these are generally included in the voluntary snack donations pot.

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

FINANCIAL REVIEW

The total income for the period of trading was £164,755. The majority of the income for the Pre-School comes from Government funding for pre-school children (£136,208). The remainder is obtained from fees charged to parents (£28,547) and further fundraising/voluntary donations.

At 31 March 2024, we had net cash assets of £61,795 which are held in our bank accounts.

Parent session fees were increased in September 2023, to try and offset the increases in National Minimum Wage and National Insurance contributions and the rises in the general costs of living. The lunch club fees were increased in April 2023 and there are plans to again increase session fees in September 2024. We continue to remain competitive with other settings in the area.

Early Days Pre-School use a company called Peninsula for HR and Health & Safety Advice/support - these are invaluable services to the management to ensure we are meeting all are legal obligations. We also subscribe to the Employee Assistance Programme which provides support to staff via Health Assured.

At the time of the report, once again, our only ongoing debt remains the outstanding rent between April 2016 and November 2019. This was accrued whilst the lease was being negotiated and we could not pay as we were not invoiced. We have still not received an invoice for the rent owing between April 2016 and November 2019. This has been followed up by Early Days Pre-School with Carter Jonas, the company responsible for managing the lease and accounts on behalf of Hertfordshire County Council.

The lease renewal process was started and at the time of the report, had been agreed (November 2024). There is a associated rent increase from £1,050.00 per annum (paid quarterly) to £1,600.00 per annum - a 52% increase.

During this financial year, an accounting system (FreeAgent) provided free through NatWest bank continues to be used to reconcile transactions and invoicing of parent fees, so payments made via BACS can be reconciled, making parent fee invoicing more robust. Most parents now pay via BACS rather than cash.

A decision was reluctantly made, due to a change in legislation, that a consumables charge would be implemented from September 2024, to help cover costs of snacks, food, nappies, wipes etc. We have always requested a voluntary snack donation, but this was generally poorly contributed to (total of £182.24 in 2023-24). We are unable to raise funds in many additional ways and most of the children attending are funded and attend only for those funded hours, and the level of funding is insufficient to meet the costs required to run the pre-school to the high standards we aspire to.

We had some expensive capital projects undertaken during this financial year.

1. We had our own intruder alarm system installed in August 2023. This was an upfront cost of £2,292.00 and then there is then a yearly cost for the upkeep and management of the system of approximately £800.
2. Upgrades were made to the outdoor classroom area. The decking was removed as it was rotting and was replaced with a solid base underneath the artificial grass. The roofing area was extended in order to allow for more outdoor space during inclement weather. The total cost of this works and materials was £4,777.00

In light of the current financial constraints, and which are likely to continue, a review of our capital funds is to be conducted during the next financial year to determine whether the amount of funds in our reserves account is appropriate. At the time of the report, the National Living Wage from 1 April 2025 is increasing from £11.44 to £12.21. Employer National Insurance contribution percentage is to be increased from 13.8% to 15% and contributions will start from £5,000.00 (currently £9,100). However, some of this NI increase will be offset by the employment allowance increasing from £5,000pa to £10,500pa. We do not yet know what the NEF funding rate will be from April 2025.

FUTURE PLANS

Early Days Pre-School are continuing to enhance the setting in various ways, including the outdoor area. However, there are no plans for any major work in the next Financial Year.

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.

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The organisation is a charitable company limited by guarantee, incorporated on 6 September 2012 and has no share capital. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 (one pound).

Recruitment and appointment of new trustees/management committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as the members of the Management Committee. Most members of the Management Committee give their time voluntarily and receive no benefits from the charity. One director, Mrs Paula Carr, the Pre-School manager, is a director and trustee but does not receive or will receive any remuneration for their trustee role and play no part in any management decisions that may directly affect them (eg salary rises). It is always the aim to recruit trustees from the parents of the children attending the Pre-School.

There have been several changes in the trustees/Directors during this reporting period:

- 1 director has resigned:
 - o Miss Tajah Rivenell

- Mrs Emma Lightening was due to be part of the Registration, however, there were issues with her ability to log onto the Government Gateway in order to apply to OFSTED, and so she withdrew before taking any active role on the committee. She was then removed from Companies House and Charity Commission (required to be input in order to apply to OFSTED).

The management committee aim to meet at least 3 times a year. An agenda and minutes are produced with actions. Decisions of the committee can be either at meetings or via email discussions, and these email decisions are retained.

The committee members are responsible for making decisions on all matters of general concern and importance to Early Days Pre-School, including deciding on how the funds are to be spent. They are also responsible for ensuring appropriate remuneration of staff and payment of invoices. However, the day to day running, and planning activities of the Pre-School itself are primarily the responsibility of the Pre-School manager, with input from the committee, when necessary.

Organisational structure

Early Days Pre-School was registered in November 2002 and became a Company limited by guarantee on 6 September 2012. On 5th November 2019, the name was officially changed from 'Early Days Playgroup' to 'Early Days Pre-School' in order to better reflect the activities that we do and service we provide. A new logo was also produced.

The Pre-School operates from a large, self-contained room on the site of Oughton Primary and Nursery School in Hitchin, which is in a designated area of deprivation. The children have access to an outdoor area and a covered outdoor classroom.

The Pre-School operates Monday to Friday during term times (38 weeks) between the hours of 8.45am and 3.15pm. This includes a morning and afternoon session of 3 hours each and a lunch club between 11.45am and 12.15pm. Children can attend for a variety of sessions. A maximum of 30 children aged between two and five years may attend the Pre-School at any one time. There can be up to 70 children on roll, all of whom are in the early years age range and the Pre-School receives funding for early education places. It supports children with special educational needs and/or disabilities and those who speak English as an additional language. To support these children, a member of staff became a dedicated SENDCo in April 2019.

Eight staff directly work with the children and hold relevant National Vocational Qualifications (NVQs) at level 2 or 3 and receive additional appropriate training when required. An additional member of staff is employed as the Administrative Manager for both the committee and Pre-School staff. The Pre-School is registered with Ofsted on the Early Years Register and the compulsory and voluntary parts of the Childcare Register. All staff (including admin) who were working at Early Days completed their Paediatric First Aid Training in January 2022.

Risk management

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

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08205128 (England and Wales)

Registered Charity number

1150645

Registered office

Oughton Primary And Nursery School
Mattocke Road
Hitchin
Hertfordshire
SG5 2NZ

Trustees

Mrs D Mitchell
Mrs P G Carr
Mrs S King
Miss R Lyden
Miss J L Papapetrou
Miss T P Rivenell (resigned 31.1.2024)
Mrs E Lightening (appointed 31.1.2024) (resigned 5.6.2024)

Independent Examiner

Alf Del Basso
Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 11 December 2024 and signed on its behalf by:

Miss R Lyden - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)**

Independent examiner's report to the trustees of Early Days Pre-School ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's 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 charity'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:

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.

Alf Del Basso

Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

11 December 2024

EARLY DAYS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	164,754	-	164,754	162,240
Other trading activities	3	1,826	-	1,826	2,742
Investment income	4	671	-	671	220
Total		<u>167,251</u>	<u>-</u>	<u>167,251</u>	<u>165,202</u>
EXPENDITURE ON					
Charitable activities					
Charitable activities		31,420	-	31,420	26,636
Staff costs		146,412	-	146,412	144,771
Total		<u>177,832</u>	<u>-</u>	<u>177,832</u>	<u>171,407</u>
NET INCOME/(EXPENDITURE)		(10,581)	-	(10,581)	(6,205)
RECONCILIATION OF FUNDS					
Total funds brought forward		69,126	-	69,126	75,331
TOTAL FUNDS CARRIED FORWARD		<u>58,545</u>	<u>-</u>	<u>58,545</u>	<u>69,126</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

**BALANCE SHEET
31 MARCH 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	9	2,386	-	2,386	2,364
CURRENT ASSETS					
Debtors	10	2,561	-	2,561	2,399
Cash at bank		61,795	-	61,795	71,895
		<u>64,356</u>	-	<u>64,356</u>	74,294
CREDITORS					
Amounts falling due within one year	11	(8,197)	-	(8,197)	(7,532)
NET CURRENT ASSETS		<u>56,159</u>	-	<u>56,159</u>	66,762
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>58,545</u>	-	<u>58,545</u>	69,126
NET ASSETS		<u>58,545</u>	-	<u>58,545</u>	69,126
FUNDS					
Unrestricted funds	13			<u>58,545</u>	69,126
TOTAL FUNDS				<u>58,545</u>	69,126

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 11 December 2024 and were signed on its behalf by:

R Lyden - Trustee

The notes form part of these financial statements

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the pound sterling (£).

Significant judgements and estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. In the Trustees' opinion, there are no significant judgements or key sources of estimation uncertainty.

Financial instruments

The charity only enters into basic financial instruments that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Profit and Loss Account.

Financial assets and liabilities are offset and the net amount reported in the Balance Sheet when there is an 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES - continued

Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Parents contributions	28,546	18,301
Funding	136,208	143,939
	<u>164,754</u>	<u>162,240</u>

Funding obtained generally are shown as an incoming resource. Funding obtained specifically are offset against the resource expenditure in the period which it relates.

3. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Fundraising events	1,826	2,742
	<u>1,826</u>	<u>2,742</u>

4. INVESTMENT INCOME

	2024	2023
	£	£
Interest receivable - trading	671	220
	<u>671</u>	<u>220</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation - owned assets	2,270	2,716
	<u>2,270</u>	<u>2,716</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

6. TRUSTEES' REMUNERATION AND BENEFITS

Remuneration of £27,579 (2023 - £26,029) was paid to P Carr during the year for her role as Pre-School manager and OFSTED nominated person, no remuneration was received for her role as trustee.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2024	2023
Day care staff	9	9

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	162,240	-	162,240
Other trading activities	2,742	-	2,742
Investment income	220	-	220
Total	<u>165,202</u>	<u>-</u>	<u>165,202</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	26,636	-	26,636
Staff costs	144,771	-	144,771
Total	<u>171,407</u>	<u>-</u>	<u>171,407</u>
NET INCOME/(EXPENDITURE)	(6,205)	-	(6,205)
RECONCILIATION OF FUNDS			
Total funds brought forward	75,331	-	75,331
TOTAL FUNDS CARRIED FORWARD	<u>69,126</u>	<u>-</u>	<u>69,126</u>

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Totals £
COST			
At 1 April 2023	9,459	3,829	13,288
Additions	-	2,292	2,292
At 31 March 2024	<u>9,459</u>	<u>6,121</u>	<u>15,580</u>
DEPRECIATION			
At 1 April 2023	7,095	3,829	10,924
Charge for year	1,892	378	2,270
At 31 March 2024	<u>8,987</u>	<u>4,207</u>	<u>13,194</u>
NET BOOK VALUE			
At 31 March 2024	<u>472</u>	<u>1,914</u>	<u>2,386</u>
At 31 March 2023	<u>2,364</u>	-	<u>2,364</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	2,279	2,117
Prepayments and accrued income	282	282
	<u>2,561</u>	<u>2,399</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Social security and other taxes	1,950	1,851
Accruals and deferred income	6,247	5,681
	<u>8,197</u>	<u>7,532</u>

Deferred income totalling £8 relates to parent contributions made in advance for sessions post year end.

12. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2024 £	2023 £
Within one year	1,600	787
Between one and five years	6,400	-
	<u>8,000</u>	<u>787</u>

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

13. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	69,126	(10,581)	58,545
TOTAL FUNDS	<u>69,126</u>	<u>(10,581)</u>	<u>58,545</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	167,251	(177,832)	(10,581)
TOTAL FUNDS	<u>167,251</u>	<u>(177,832)</u>	<u>(10,581)</u>

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	75,331	(6,205)	69,126
TOTAL FUNDS	<u>75,331</u>	<u>(6,205)</u>	<u>69,126</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	165,202	(171,407)	(6,205)
TOTAL FUNDS	<u>165,202</u>	<u>(171,407)</u>	<u>(6,205)</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	75,331	(16,786)	58,545
TOTAL FUNDS	<u>75,331</u>	<u>(16,786)</u>	<u>58,545</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	332,453	(349,239)	(16,786)
TOTAL FUNDS	<u>332,453</u>	<u>(349,239)</u>	<u>(16,786)</u>

14. EMPLOYEE BENEFIT OBLIGATIONS

The Charity operates an auto-enrolment pension scheme for the benefit of its employees. During the year, the Charity contributed £2,220 (2023 - £2,165).

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

16. ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees.

EARLY DAYS PRE-SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Parents contributions	28,546	18,301
Funding	136,208	143,939
	164,754	162,240
Other trading activities		
Fundraising events	1,826	2,742
Investment income		
Interest receivable - trading	671	220
Total incoming resources	167,251	165,202
EXPENDITURE		
Staff costs		
Wages	140,566	139,379
Social security	2,978	3,180
Pensions	2,220	2,165
Training	150	47
	145,914	144,771
Support costs		
Management		
Purchases	5,473	4,535
Insurance	1,166	1,087
Telephone	1,380	1,312
Postage and stationery	220	459
Sundries	1,018	1,406
Subscriptions	4,521	4,711
	13,778	13,510
Finance		
Bank charges	318	349
Bad debts	693	42
	1,011	391
Information technology		
Computer expenses	493	585
Property expenditure		
Premises costs	11,159	6,301
Carried forward	11,159	6,301

This page does not form part of the statutory financial statements

EARLY DAYS PRE-SCHOOL

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	2024 £	2023 £
Property expenditure		
Brought forward	11,159	6,301
Improvements to property	1,892	1,892
Computer equipment	378	824
	<hr/> 13,429	<hr/> 9,017
Governance costs		
Accountancy and legal fees	3,207	3,133
	<hr/> 177,832	<hr/> 171,407
Total resources expended		
Net expenditure	(10,581)	(6,205)
	<hr/> <hr/> (10,581)	<hr/> <hr/> (6,205)

This page does not form part of the statutory financial statements

Early Days Pre-School

England & Wales - Charity number 1150645

Accounts

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Email:	rachellyden@hotmail.co.uk
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REGISTERED COMPANY NUMBER: 08205128 (England and Wales)
REGISTERED CHARITY NUMBER: 1150645

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
EARLY DAYS PRE-SCHOOL**

Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

EARLY DAYS PRE-SCHOOL

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 13
Detailed Statement of Financial Activities	14

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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

Objectives and aims

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities, and in particular, the specific guidance on charities for the advancement of Education.

The charity's purpose as set out in the objects contained in the company's memorandum of association are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs 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 the needs of such children and their families and promoting public interest in and recognition of such needs;
- 3) Instigating and adhering to and further the aims and objects of the Preschool Learning Alliance.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Pre-School has continued to enrol children in the local area. There are a wide mix of age ranges attending and we continue to attract children attending the nursery at Oughton School for lunches and the afternoon wraparound care.

A maximum of 30 children aged from their second up to their fifth birthday may attend the Pre-School at any one time. There were over 50 children on roll, all of whom are in the early years age range. The Pre-School receives government funding for early education places - this can be for 15 hours, 30 hours or 2 year old funding. It supports children with special educational needs and/or disabilities and those who speak English as an additional language, numbers of which are increasing. Up to 9 staff directly work with the children.

Fundraising activities

We have completed the following fundraising activities this year and raised a total of £1,538.80 from these:

The fundraising activities and the amounts raised included:

Christmas Fundraising (Baubles, raffle, bonus ball) - £273.25

Toddle Waddle - £1,195.05

2x Photo Shoot commission - £65.00

Easter Cake sale - £5.50

The Toddle Waddle was a particularly successful fundraiser with limited adult input and we shall attempt it again in the next school year.

There have also been some additional ad hoc payments from parents towards our fundraising effort.

We have decided that we are not going to sell children's t-shirts as parents have not requested them.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

FINANCIAL REVIEW

The total income for the period of trading was £162,240. The majority of the income for the Pre-School comes from Government funding for pre-school children (£143,941). The remainder is obtained from fees charged to parents (£18,298) and further fundraising/voluntary donations.

At 31 March 2023, we had net cash assets of £71,895 which are held in our bank accounts.

Parent session fees were increased in September 2022, to try and offset the increases in National Minimum Wage and National Insurance contributions and the rises in the general costs of living. The lunch club fees were increased in April 2023 and there are plans to again increase session fees in September 2023. We continue to remain competitive with other settings in the area.

Early Days Pre-School use a company called Peninsula for HR and Health & Safety Advice/support - these are invaluable services to the management to ensure we are meeting all our legal obligations. We also subscribe to the Employee Assistance Programme which provides support to staff via Health Assured.

At the time of the report, once again, our only ongoing debt remains the outstanding rent between April 2016 and November 2019. This was accrued whilst the lease was being negotiated and we could not pay as we were not invoiced. We have still not received an invoice for the rent owing between April 2016 and November 2019. This has been followed up by Early Days Pre-School with Carter Jonas, the company responsible for managing the lease and accounts on behalf of Hertfordshire County Council. The lease is due for renewal in November 2023 - this will likely result in an increase in rent payments.

During this financial year, an accounting system (FreeAgent) provided free through NatWest bank continues to be used to reconcile transactions and invoicing of parent fees, so payments made via BACS can be reconciled, making parent fee invoicing more robust. Most parents now pay via BACS rather than cash.

FUTURE PLANS

Early Days Pre-School are continuing to enhance the setting in various ways, including the outdoor area.

There had been a request from the adjoining Oughton Family Centre that we have our own adult toilet within our setting, and the decision was made that it was not feasible as the adult toilet would be directly in the setting and not in a separate toilet block.

We also need to re-review our current alarm system so that we have our own independent system, rather than being linked with Oughton Family Centre. This was updated post year-end.

The covered outdoor classroom area needs to be updated and repaired and this is planned during the next financial year, using Fundraising funds where possible.

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.

The organisation is a charitable company limited by guarantee, incorporated on 6 September 2012 and has no share capital. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 (one pound).

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees/management committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as the members of the Management Committee. Most members of the Management Committee give their time voluntarily and receive no benefits from the charity. One director, Mrs Paula Carr, the Pre-School manager, is a director and trustee but does not receive or will receive any remuneration for their trustee role and play no part in any management decisions that may directly affect them (eg salary rises). It is always the aim to recruit trustees from the parents of the children attending the Pre-School.

There have been several changes in the trustees/Directors during this reporting period:

- 2 directors have resigned:

- o Miss Chloe Griffin.
- o Mrs Morena Aloisi

- No new directors were elected to the committee:

The management committee aim to meet at least 3 times a year. An agenda and minutes are produced with actions. Decisions of the committee can be either at meetings or via email discussions, and these email decisions are retained.

The committee members are responsible for making decisions on all matters of general concern and importance to Early Days Pre-School, including deciding on how the funds are to be spent. They are also responsible for ensuring appropriate remuneration of staff and payment of invoices. However, the day to day running, and planning activities of the Pre-School itself are primarily the responsibility of the Pre-School manager, with input from the committee, when necessary.

Organisational structure

Early Days Pre-School was registered in November 2002 and became a Company limited by guarantee on 6 September 2012. On 5th November 2019, the name was officially changed from 'Early Days Playgroup' to 'Early Days Pre-School' in order to better reflect the activities that we do and service we provide. A new logo was also produced.

The Pre-School operates from a large, self-contained room on the site of Oughton Primary and Nursery School in Hitchin, which is in a designated area of deprivation. The children have access to an outdoor area and a covered outdoor classroom.

The Pre-School operates Monday to Friday during term times (38 weeks) between the hours of 8.45am and 3.15pm. This includes a morning and afternoon session of 3 hours each and a lunch club between 11.45am and 12.15pm. Children can attend for a variety of sessions. A maximum of 30 children aged between two and five years may attend the Pre-School at any one time. There can be up to 70 children on roll, all of whom are in the early years age range and the Pre-School receives funding for early education places. It supports children with special educational needs and/or disabilities and those who speak English as an additional language. To support these children, a member of staff became a dedicated SENDCo in April 2019.

Eight staff directly work with the children. Seven staff hold relevant National Vocational Qualifications (NVQs) at level 2 or 3 and receive additional appropriate training when required. One member of staff is a Level 3 Apprentice and should be qualified in 2024. An additional member of staff is employed as the Administrative Manager for both the committee and Pre-School staff. The Pre-School is registered with Ofsted on the Early Years Register and the compulsory and voluntary parts of the Childcare Register. All staff (including admin) who were working at Early Days completed their Paediatric First Aid Training in January 2022.

Risk management

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08205128 (England and Wales)

Registered Charity number

1150645

Registered office

Oughton Primary And Nursery School
Mattocke Road
Hitchin
Hertfordshire
SG5 2NZ

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

Trustees

Mrs D Mitchell
Mrs M Aloisi (resigned 1.3.2023)
Mrs P G Carr
Mrs S King
Miss R Lyden
Miss J L Papapetrou
Miss C E Griffin (resigned 1.3.2023)
Miss T P Rivenell

Independent Examiner

Alf Del Basso
Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Early Days Pre-School for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 15 December 2023 and signed on its behalf by:

Miss R Lyden - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)**

Independent examiner's report to the trustees of Early Days Pre-School ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's 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 charity'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:

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.

Alf Del Basso

Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

15 December 2023

EARLY DAYS PRE-SCHOOL

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	162,240	-	162,240	164,166
Other trading activities	3	2,742	-	2,742	3,552
Investment income	4	220	-	220	5
Total		<u>165,202</u>	<u>-</u>	<u>165,202</u>	<u>167,723</u>
EXPENDITURE ON					
Charitable activities					
Charitable activities		26,636	-	26,636	23,154
Staff costs		144,771	-	144,771	126,276
Total		<u>171,407</u>	<u>-</u>	<u>171,407</u>	<u>149,430</u>
NET INCOME/(EXPENDITURE)		(6,205)	-	(6,205)	18,293
RECONCILIATION OF FUNDS					
Total funds brought forward		75,331	-	75,331	57,038
TOTAL FUNDS CARRIED FORWARD		<u>69,126</u>	<u>-</u>	<u>69,126</u>	<u>75,331</u>

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)**BALANCE SHEET
31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	9	2,364	-	2,364	5,080
CURRENT ASSETS					
Debtors	10	2,399	-	2,399	1,509
Cash at bank		71,895	-	71,895	76,580
		<u>74,294</u>	-	<u>74,294</u>	<u>78,089</u>
CREDITORS					
Amounts falling due within one year	11	(7,532)	-	(7,532)	(7,838)
		<u>66,762</u>	-	<u>66,762</u>	<u>70,251</u>
NET CURRENT ASSETS					
		<u>69,126</u>	-	<u>69,126</u>	<u>75,331</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>69,126</u>	-	<u>69,126</u>	<u>75,331</u>
NET ASSETS					
		<u>69,126</u>	-	<u>69,126</u>	<u>75,331</u>
FUNDS	13				
Unrestricted funds				<u>69,126</u>	<u>75,331</u>
TOTAL FUNDS				<u>69,126</u>	<u>75,331</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 15 December 2023 and were signed on its behalf by:

R Lyden - Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the pound sterling (£).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2023	2022
	£	£
Parents contributions	18,301	24,945
Funding	143,939	139,221
	<u>162,240</u>	<u>164,166</u>

Funding obtained generally are shown as an incoming resource. Funding obtained specifically are offset against the resource expenditure in the period which it relates.

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

3. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	<u>2,742</u>	<u>3,552</u>

4. INVESTMENT INCOME

	2023	2022
	£	£
Interest receivable - trading	<u>220</u>	<u>5</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation - owned assets	<u>2,716</u>	<u>3,156</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

Remuneration of £26,029 (2022 - £23,597) was paid to P Carr during the year for her role as Pre-School manager and OFSTED nominated person, no remuneration was received for her role as trustee.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2023	2022
Day care staff	<u>9</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	155,336	8,830	164,166
Other trading activities	3,552	-	3,552
Investment income	5	-	5
Total	<u>158,893</u>	<u>8,830</u>	<u>167,723</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	23,154	-	23,154
Staff costs	126,276	-	126,276
Total	<u>149,430</u>	<u>-</u>	<u>149,430</u>
NET INCOME	9,463	8,830	18,293
Transfers between funds	<u>8,830</u>	<u>(8,830)</u>	<u>-</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Net movement in funds	18,293	-	18,293
RECONCILIATION OF FUNDS			
Total funds brought forward	57,038	-	57,038
TOTAL FUNDS CARRIED FORWARD	<u>75,331</u>	<u>-</u>	<u>75,331</u>

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Totals £
COST			
At 1 April 2022 and 31 March 2023	<u>9,459</u>	<u>3,829</u>	<u>13,288</u>
DEPRECIATION			
At 1 April 2022	5,203	3,005	8,208
Charge for year	<u>1,892</u>	<u>824</u>	<u>2,716</u>
At 31 March 2023	<u>7,095</u>	<u>3,829</u>	<u>10,924</u>
NET BOOK VALUE			
At 31 March 2023	<u>2,364</u>	<u>-</u>	<u>2,364</u>
At 31 March 2022	<u>4,256</u>	<u>824</u>	<u>5,080</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	2,117	1,178
Prepayments and accrued income	<u>282</u>	<u>331</u>
	<u>2,399</u>	<u>1,509</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Social security and other taxes	1,851	1,096
Accruals and deferred income	<u>5,681</u>	<u>6,742</u>
	<u>7,532</u>	<u>7,838</u>

Deferred income totalling £22 relates to parent contributions made in advance for sessions post year end.

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

12. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2023	2022
	£	£
Within one year	787	1,049
Between one and five years	-	787
	<u>787</u>	<u>1,836</u>

13. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General fund	75,331	(6,205)	69,126
	<u>75,331</u>	<u>(6,205)</u>	<u>69,126</u>
TOTAL FUNDS	<u>75,331</u>	<u>(6,205)</u>	<u>69,126</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	165,202	(171,407)	(6,205)
	<u>165,202</u>	<u>(171,407)</u>	<u>(6,205)</u>
TOTAL FUNDS	<u>165,202</u>	<u>(171,407)</u>	<u>(6,205)</u>

Comparatives for movement in funds

	At 1.4.21	Net movement in funds	Transfers between funds	At 31.3.22
	£	£	£	£
Unrestricted funds				
General fund	57,038	9,463	8,830	75,331
Restricted funds				
Clubs	-	8,830	(8,830)	-
	<u>57,038</u>	<u>18,293</u>	<u>-</u>	<u>75,331</u>
TOTAL FUNDS	<u>57,038</u>	<u>18,293</u>	<u>-</u>	<u>75,331</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2023

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	158,893	(149,430)	9,463
Restricted funds			
Clubs	8,830	-	8,830
TOTAL FUNDS	<u>167,723</u>	<u>(149,430)</u>	<u>18,293</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	57,038	3,258	8,830	69,126
Restricted funds				
Clubs	-	8,830	(8,830)	-
TOTAL FUNDS	<u>57,038</u>	<u>12,088</u>	<u>-</u>	<u>69,126</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	324,095	(320,837)	3,258
Restricted funds			
Clubs	8,830	-	8,830
TOTAL FUNDS	<u>332,925</u>	<u>(320,837)</u>	<u>12,088</u>

14. EMPLOYEE BENEFIT OBLIGATIONS

The Charity operates an auto-enrolment pension scheme for the benefit of its employees. During the year, the Charity contributed £2,165 (2022 - £1,665).

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

16. ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees.

EARLY DAYS PRE-SCHOOL

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Parents contributions	18,301	24,945
Funding	<u>143,939</u>	<u>139,221</u>
	162,240	164,166
Other trading activities		
Fundraising events	2,742	3,552
Investment income		
Interest receivable - trading	<u>220</u>	<u>5</u>
Total incoming resources	165,202	167,723
EXPENDITURE		
Staff costs		
Wages	139,379	120,999
Social security	3,180	2,400
Pensions	2,165	1,665
Training	<u>47</u>	<u>1,212</u>
	144,771	126,276
Support costs		
Management		
Purchases	4,535	4,196
Insurance	1,087	883
Telephone	1,312	873
Postage and stationery	459	306
Sundries	1,406	1,047
Subscriptions	<u>4,711</u>	<u>4,801</u>
	13,510	12,106
Finance		
Bank charges	349	420
Bad debts	<u>42</u>	<u>-</u>
	391	420
Information technology		
Computer expenses	585	386
Property expenditure		
Premises costs	6,301	4,351
Improvements to property	1,892	1,892
Computer equipment	<u>824</u>	<u>1,264</u>
	9,017	7,507
Governance costs		
Accountancy and legal fees	<u>3,133</u>	<u>2,735</u>
Total resources expended	171,407	149,430
Net (expenditure)/income	<u>(6,205)</u>	<u>18,293</u>

This page does not form part of the statutory financial statements

Early Days Pre-School

England & Wales - Charity number 1150645

Accounts

REGISTERED COMPANY NUMBER: 08205128 (England and Wales)
REGISTERED CHARITY NUMBER: 1150645

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
EARLY DAYS PRE-SCHOOL**

Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

EARLY DAYS PRE-SCHOOL

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 13
Detailed Statement of Financial Activities	14

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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

Objectives and aims

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities, and in particular, the specific guidance on charities for the advancement of Education.

The charity's purpose as set out in the objects contained in the company's memorandum of association are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs 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 the needs of such children and their families and promoting public interest in and recognition of such needs;
- 3) Instigating and adhering to and further the aims and objects of the Preschool Learning Alliance.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Pre-School has had a successful year after the struggles with the Covid Pandemic the previous year. There are a wide mix of age ranges attending and we continue to attract children attending the nursery at Oughton School for lunches and the afternoon wraparound care.

A maximum of 30 children aged between two and five years may attend the Pre-School at any one time. There were over 50 children on roll, all of whom are in the early years age range. The Pre-School receives government funding for early education places - this can be for 15 hours, 30 hours or 2 year old funding. It supports children with special educational needs and/or disabilities and those who speak English as an additional language, numbers of which are increasing. Up to 10 staff directly work with the children.

Fundraising activities

We have completed the following fundraising activities this year and raised a total of £3,552:

The fundraising activities and the amounts raised included:

Christmas Baubles

Selling Early Days Pre-School T-Shirts

Christmas Raffle

'Wear something Christmassy'

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

FINANCIAL REVIEW

The total income for the period of trading was £164,166. The majority of the income for the Pre-School comes from Government funding for pre-school children (£139,221). The remainder is obtained from fees charged to parents (£24,945) and further fundraising.

At 31 March 2022, we had net cash assets of £76,580 which are held in our bank accounts.

At the beginning of 2020, a novel coronavirus (COVID-19) was identified as a global health risk and a global pandemic was declared by the World Health Organisation (WHO) in February 2020. In March 2020, the UK Government implemented restrictions and social distancing guidelines, which although have eased during this financial year, have had an impact on our setting, especially if we have had cases of Covid-19 and had to temporarily close/reduce numbers.

At the time of drafting the report (4Q2022), Coronavirus is still a risk and although there are no restrictions in place, staff continue to be vigilant and we request that parents keep their children off if they show any of the symptoms. There has also continued to be increases in spending for personal protection (PPE) and cleaning products.

The Government's furlough scheme was finally closed (Coronavirus Job Retention Scheme) on 30 September 2021 and the Coronavirus Statutory Sickness Pay scheme was also stopped on 24 March 2022.

Parent fees were increased in September 2021, to try and offset the reduction in income, the increases in National Minimum Wage and National Insurance contributions and the rises in the general costs of living. Parent fees were also agreed at a committee meeting in March 2022 to be increased in both April and September 2022. It was felt that 2 smaller increases would be better received than a larger single increase.

Early Days Pre-School use a company called Peninsula for HR and Health & Safety Advice/support - these are invaluable services to the management to ensure we are meeting all are legal obligations. We also subscribe to the Employee Assistance Programme which provides support to staff via Health Assured. However, this benefit is generally not used by staff and its usefulness will be reviewed at renewal. Unfortunately, we are only 1 year into a 5 year contract and costs £21.60/month.

At the time of the report, once again, our only ongoing debt remains the outstanding rent between April 2016 and November 2019. This was accrued whilst the lease was being negotiated and we could not pay as we were not invoiced. We have still not received an invoice for the rent owing between April 2016 and November 2019. This has been followed up by Early Days Pre-School with Carter Jonas, the company responsible for managing the lease and accounts on behalf of Hertfordshire County Council.

During reconciliation of accounts, it was identified that we could not find some receipts for costs during the year. The total amount paid out related to receipts missing is £230.87. There is also details missing for the grant received for £173.20 from Hitchin Youth Trust.

During this financial year, an accounting system (FreeAgent) provided free through NatWest bank continues to be used to reconcile transactions and invoicing of parent fees, so payments made via BACS can be reconciled, making parent fee invoicing more robust. Most parents now pay via BACS rather than cash.

FUTURE PLANS

Early Days Pre-School are continuing to enhance the setting in various ways, including the outdoor area. The COVID-19 pandemic has continued to have a negative impact on our fundraising ability, but we hope that this improves in the coming year.

There has been a request from the adjoining Oughton Family Centre that we have our own adult toilet within our setting, and the feasibility of this continues to be investigated (this was delayed due to Pandemic). We also need to re-review our current alarm system so that we have our own independent system, rather than being linked with Oughton Family Centre.

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.

The organisation is a charitable company limited by guarantee, incorporated on 6 September 2012 and has no share capital. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 (one pound).

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees/management committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as the members of the Management Committee. Most members of the Management Committee give their time voluntarily and receive no benefits from the charity. One director, Mrs Paula Carr, the Pre-School manager, is a director and trustee but does not receive or will receive any remuneration for their trustee role and play no part in any management decisions that may directly affect them (eg salary rises). It is always the aim to recruit trustees from the parents of the children attending the Pre-School.

There have been several changes in the trustees/Directors during this reporting period:

- 1 director has resigned: Miss Melanie Cave.
- 3 directors were elected to the committee:
 - o Miss Tajah Rivenell
 - o Miss Jessica Papapetrou
 - o Miss Chloe Griffin.

The management committee aim to meet at least 3 times a year. An agenda and minutes are produced with actions. Decisions of the committee can be either at meetings or via email discussions, and these email decisions are retained.

The committee members are responsible for making decisions on all matters of general concern and importance to Early Days Pre-School, including deciding on how the funds are to be spent. They are also responsible for ensuring appropriate remuneration of staff and payment of invoices. However, the day to day running, and planning activities of the Pre-School itself are primarily the responsibility of the Pre-School manager, with input from the committee, when necessary.

Organisational structure

Early Days Pre-School was registered in November 2002 and became a Company limited by guarantee on 6 September 2012. On 5th November 2019, the name was officially changed from 'Early Days Playgroup' to 'Early Days Pre-School' in order to better reflect the activities that we do and service we provide. A new logo was also produced.

The Pre-School operates from a large, self-contained room on the site of Oughton Primary and Nursery School in Hitchin, which is in a designated area of deprivation. The children have access to an outdoor area and a covered outdoor classroom.

The Pre-School operates Monday to Friday during term times (38 weeks) between the hours of 8.45am and 3.15pm. This includes a morning and afternoon session of 3 hours each and a lunch club between 11.45am and 12.15pm. Children can attend for a variety of sessions. A maximum of 30 children aged between two and five years may attend the Pre-School at any one time. There can be up to 70 children on roll, all of whom are in the early years age range and the Pre-School receives funding for early education places. It supports children with special educational needs and/or disabilities and those who speak English as an additional language. To support these children, a member of staff became a dedicated SENDCo in April 2019.

Nine staff directly work with the children. All staff hold relevant National Vocational Qualifications (NVQs) at level 2 or 3 and receive additional appropriate training when required. The Pre-School is registered with Ofsted on the Early Years Register and the compulsory and voluntary parts of the Childcare Register. All staff completed their Paediatric First Aid Training in January 2022.

Risk management

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08205128 (England and Wales)

Registered Charity number

1150645

Registered office

Oughton Primary And Nursery School
Mattocke Road
Hitchin
Hertfordshire
SG5 2NZ

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees

Mrs D Mitchell
Mrs M Aloisi
Mrs P G Carr
Mrs S King
Ms M Cave (resigned 1.12.2021)
Miss R Lyden
Miss J L Papapetrou (appointed 1.12.2021)
Miss C E Griffin (appointed 1.12.2021)
Miss T P Rivenell (appointed 1.12.2021)

Independent Examiner

Alf Del Basso
FCCA
Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Early Days Pre-School for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 12 December 2022 and signed on its behalf by:

Miss R Lyden - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)**

Independent examiner's report to the trustees of Early Days Pre-School ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's 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 charity'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:

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.

Alf Del Basso
FCCA
Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
Hertfordshire
SG4 0TY

12 December 2022

EARLY DAYS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	155,336	8,830	164,166	108,273
Other trading activities	3	3,552	-	3,552	204
Investment income	4	5	-	5	20
Total		<u>158,893</u>	<u>8,830</u>	<u>167,723</u>	<u>108,497</u>
EXPENDITURE ON					
Charitable activities					
Charitable activities		23,154	-	23,154	23,229
Staff costs		<u>126,276</u>	<u>-</u>	<u>126,276</u>	<u>114,627</u>
Total		<u>149,430</u>	<u>-</u>	<u>149,430</u>	<u>137,856</u>
NET INCOME/(EXPENDITURE)					
		9,463	8,830	18,293	(29,359)
Transfers between funds	13	<u>8,830</u>	<u>(8,830)</u>	<u>-</u>	<u>-</u>
Net movement in funds		18,293	-	18,293	(29,359)
RECONCILIATION OF FUNDS					
Total funds brought forward		57,038	-	57,038	86,397
TOTAL FUNDS CARRIED FORWARD		<u><u>75,331</u></u>	<u><u>-</u></u>	<u><u>75,331</u></u>	<u><u>57,038</u></u>

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

**BALANCE SHEET
31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	9	5,080	-	5,080	8,236
CURRENT ASSETS					
Debtors	10	1,509	-	1,509	330
Cash at bank		76,580	-	76,580	56,901
		<u>78,089</u>	-	<u>78,089</u>	57,231
CREDITORS					
Amounts falling due within one year	11	(7,838)	-	(7,838)	(8,429)
NET CURRENT ASSETS		<u>70,251</u>	-	<u>70,251</u>	48,802
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>75,331</u>	-	<u>75,331</u>	57,038
NET ASSETS		<u>75,331</u>	-	<u>75,331</u>	57,038
FUNDS	13				
Unrestricted funds				<u>75,331</u>	57,038
TOTAL FUNDS				<u>75,331</u>	57,038

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 12 December 2022 and were signed on its behalf by:

R Lyden - Trustee

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the pound sterling (£).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Parents contributions	24,945	14,093
Funding	139,221	90,920
Grants	-	3,260
	<u>164,166</u>	<u>108,273</u>

Funding obtained generally are shown as an incoming resource. Funding obtained specifically are offset against the resource expenditure in the period which it relates.

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

3. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Fundraising events	<u>3,552</u>	<u>204</u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Interest receivable - trading	<u>5</u>	<u>20</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	<u>3,156</u>	<u>3,156</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

Remuneration of £23,597 (2021 - £20,859) was paid to P Carr during the year for her role as Pre-School manager and OFSTED nominated person, no remuneration was received for her role as trustee.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2022	2021
	9	11
Day care staff	<u>9</u>	<u>11</u>

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	106,185	2,088	108,273
Other trading activities	204	-	204
Investment income	20	-	20
Total	<u>106,409</u>	<u>2,088</u>	<u>108,497</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	23,229	-	23,229
Staff costs	114,627	-	114,627
Total	<u>137,856</u>	<u>-</u>	<u>137,856</u>
NET INCOME/(EXPENDITURE)	(31,447)	2,088	(29,359)
Transfers between funds	2,088	(2,088)	-

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Net movement in funds	(29,359)	-	(29,359)
RECONCILIATION OF FUNDS			
Total funds brought forward	86,397	-	86,397
TOTAL FUNDS CARRIED FORWARD	<u>57,038</u>	<u>-</u>	<u>57,038</u>

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Totals £
COST			
At 1 April 2021 and 31 March 2022	<u>9,459</u>	<u>3,829</u>	<u>13,288</u>
DEPRECIATION			
At 1 April 2021	<u>3,311</u>	<u>1,741</u>	<u>5,052</u>
Charge for year	<u>1,892</u>	<u>1,264</u>	<u>3,156</u>
At 31 March 2022	<u>5,203</u>	<u>3,005</u>	<u>8,208</u>
NET BOOK VALUE			
At 31 March 2022	<u>4,256</u>	<u>824</u>	<u>5,080</u>
At 31 March 2021	<u>6,148</u>	<u>2,088</u>	<u>8,236</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	1,178	-
Prepayments and accrued income	331	330
	<u>1,509</u>	<u>330</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Social security and other taxes	1,096	1,136
Accruals and deferred income	6,742	7,293
	<u>7,838</u>	<u>8,429</u>

Deferred income totalling £199 relates to parent contributions made in advance for sessions post year end.

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

12. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022 £	2021 £
Within one year	1,049	1,049
Between one and five years	787	1,836
	<u>1,836</u>	<u>2,885</u>

13. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	57,038	9,463	8,830	75,331
Restricted funds				
Clubs	-	8,830	(8,830)	-
TOTAL FUNDS	<u>57,038</u>	<u>18,293</u>	<u>-</u>	<u>75,331</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	158,893	(149,430)	9,463
Restricted funds			
Clubs	8,830	-	8,830
TOTAL FUNDS	<u>167,723</u>	<u>(149,430)</u>	<u>18,293</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	86,397	(31,447)	2,088	57,038
Restricted funds				
Clubs	-	2,088	(2,088)	-
TOTAL FUNDS	<u>86,397</u>	<u>(29,359)</u>	<u>-</u>	<u>57,038</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	106,409	(137,856)	(31,447)
Restricted funds			
Clubs	2,088	-	2,088
TOTAL FUNDS	<u>108,497</u>	<u>(137,856)</u>	<u>(29,359)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	86,397	(21,984)	10,918	75,331
Restricted funds				
Clubs	-	10,918	(10,918)	-
TOTAL FUNDS	<u>86,397</u>	<u>(11,066)</u>	<u>-</u>	<u>75,331</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	265,302	(287,286)	(21,984)
Restricted funds			
Clubs	10,918	-	10,918
TOTAL FUNDS	<u>276,220</u>	<u>(287,286)</u>	<u>(11,066)</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2022**

15. ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees.

EARLY DAYS PRE-SCHOOL

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Parents contributions	24,945	14,093
Funding	139,221	90,920
Grants	-	3,260
	<u>164,166</u>	<u>108,273</u>
Other trading activities		
Fundraising events	3,552	204
Investment income		
Interest receivable - trading	5	20
Total incoming resources	<u>167,723</u>	<u>108,497</u>
EXPENDITURE		
Staff costs		
Wages	120,999	112,487
Social security	2,400	258
Pensions	1,665	1,342
Training	1,212	540
	<u>126,276</u>	<u>114,627</u>
Support costs		
Management		
Purchases	4,196	4,466
Insurance	883	769
Telephone	873	1,172
Postage and stationery	306	304
Sundries	1,047	878
Subscriptions	4,801	4,131
	<u>12,106</u>	<u>11,720</u>
Finance		
Bank charges	420	296
Information technology		
Computer expenses	386	336
Property expenditure		
Premises costs	4,351	4,781
Improvements to property	1,892	1,892
Computer equipment	1,264	1,264
	<u>7,507</u>	<u>7,937</u>
Governance costs		
Accountancy and legal fees	2,735	2,940
Total resources expended	<u>149,430</u>	<u>137,856</u>
Net income/(expenditure)	<u>18,293</u>	<u>(29,359)</u>

This page does not form part of the statutory financial statements

Early Days Pre-School

England & Wales - Charity number 1150645

Accounts

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REGISTERED COMPANY NUMBER: 08205128 (England and Wales)
REGISTERED CHARITY NUMBER: 1150645

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
EARLY DAYS PRE-SCHOOL**

Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
SG4 0TY

EARLY DAYS PRE-SCHOOL

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 13
Detailed Statement of Financial Activities	14

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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

Objectives and aims

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities, and in particular, the specific guidance on charities for the advancement of Education.

The charity's purpose as set out in the objects contained in the company's memorandum of association are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs 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 the needs of such children and their families and promoting public interest in and recognition of such needs;
- 3) Instigating and adhering to and further the aims and objects of the Preschool Learning Alliance.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Pre-School continues to be successful in attracting and retaining children of pre-school age to attend Pre-School. This year we have continued to be successful in welcoming families to the Pre-School who have children of the younger age range (2 years). This has meant that we have had to remain vigilant to ensure that required adult:children legal ratios are maintained and that the older children continue to be stimulated, especially during the afternoons when we have wraparound care for children attending the nearby nursery. We are cognisant that working with younger children has different challenges as their speech is less advanced and more children are in nappies. However, staff and management have worked together to ensure that staff levels and morale are maintained and this is reviewed on an ongoing basis by constant communication with the Pre-School manager.

A maximum of 30 children aged between two and five years may attend the Pre-School at any one time. There were up to 60 children on roll, all of whom are in the early years age range. The Pre-School receives government funding for early education places. It supports children with special educational needs and/or disabilities and those who speak English as an additional language. Eight staff directly work with the children.

Fundraising activities

We have completed the following fundraising activities this year and raised a total of £203.50:

The fundraising activities and the amounts raised included:

Christmas Baubles

Selling Early Days Pre-School T-Shirts

Christmas Raffle

'Wear something Christmassy'

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

FINANCIAL REVIEW

The total income for the period of trading was £108,497. The majority of the income for the Pre-School comes from Government funding for pre-school children (£90,920). The remainder is obtained from fees charged to parents (£14,093) and further fundraising.

At 31 March 2021, we had net cash assets of £56,901 which are held in our bank accounts.

At the beginning of 2020, a novel coronavirus (COVID-19) was identified as a global health risk and a global pandemic was declared by the World Health Organisation (WHO) in February 2020. In March 2020, cases in the UK began to rise rapidly and as a result, the UK Government implemented restrictions and social distancing guidelines. One of these actions was that all schools were closed to most pupils from Friday 20th March 2020. Schools could stay open to all children of keyworkers, so that keyworkers could still go to work. Early Days Pre-School assessed the numbers of keyworker children, and were planning to remain open, albeit with reduced hours to minimise risk to staff. However, on the 23rd and 24th March 2020, only one child attended, so we made the difficult decision to temporarily close. Government funding was still promised, and staff were placed on furlough with full pay (a new scheme developed by the Government to help businesses pay staff whilst there was no work available for them - the Coronavirus Job Retention Scheme). Due to the receipt of government funding, we were only able to claim a small percentage of staff wages, equivalent to the parental fee contribution received in February 2020. We opened with restrictions on numbers on 15th June 2020 and opened fully to all children from September 2020. We continue to monitor the situation and have robust risk assessments and processes in place to minimise the risk of Coronavirus to our staff and children attending.

Cases began to rise once again throughout the Autumn 2020 term and at the end of 2020, England was put into lockdown once again. However, during this lockdown, Early Years settings were able to remain open and we continued with reasonable numbers. All government restrictions were relaxed in July 2021.

At the time of the report (4Q2021), the Coronavirus pandemic is still ongoing and cases are beginning to rise again, so we have continued to keep some of our COVID-19 adjustments in place to protect staff eg parents drop-off and pick up at the door, rather than entering the setting.

It is acknowledged that the COVID-19 Pandemic has had a detrimental effect on Early Days' finances, with an overall loss over the current financial year. We have managed to remain open where possible and tried to keep unnecessary spending to a minimum. There are increases in spending for personal protection (PPE) and cleaning products. Meanwhile parent fees have been greatly reduced due to the children not attending.

We were able to claim some further Government Aid related to Covid-19. We claimed £3,260 for wages whilst we were closed via the Coronavirus Job Retention (furlough) Scheme and £611 via the SSP grant for COVID related sicknesses.

As a result of the increased costs and reduced income, regrettably, it was decided that parent fees should be increased and this was implemented on 1 November 2020. Fees were increased from £12.00/session to £13.00/session. Lunch club remained at £2.50. This was still below the funding rate received by Hertfordshire County Council.

At the time of the report, our only ongoing debt remains the outstanding rent between April 2016 and November 2019. This was accrued whilst the lease was being negotiated and we could not pay as we were not invoiced. We have still not received an invoice for the rent owing between April 2016 and November 2019. This has been followed up by Early Days Pre-School with Carter Jonas, the company responsible for managing the lease and accounts on behalf of Hertfordshire County Council.

During reconciliation of accounts, it was identified that we could not find the receipt from Herts For Learning Training for £72 and some other lower value receipts. The total amount of receipts missing is £203.

It was decided to purchase 3 Keter storage units for the outdoor area rather than a single shed, as it was easier to find the space for them around the garden area.

During this financial year, an accounting system (FreeAgent) provided free through NatWest bank was trialled and used to reconcile transactions. From April 2021, its use also includes invoicing of parent fees, so payments made via BACS can be reconciled, making parent fee invoicing more robust. Most parents now pay via BACS rather than cash.

At the time of the report, it had been announced that the National Minimum Wage is to increase from £8.91/hour to £9.50/hour from 1 April 2022. As a result, we shall once again be reviewing our fees and budget to help absorb this increase in costs. National Insurance contributions are also due to increase at the same time, further putting pressure on our finances.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

FUTURE PLANS

Early Days Pre-School are continuing to enhance the setting in various ways, including the outdoor area. The COVID-19 pandemic has continued to have a negative impact on our fundraising ability, but we hope that this improves in the coming year.

There has been a request from the adjoining Oughton Family Centre that we have our own adult toilet within our setting, and the feasibility of this continues to be investigated (this was delayed due to Pandemic). We also need to re-review our current alarm system so that we have our own independent system, rather than being linked with Oughton Family Centre.

Fees are to be increased again from September 2021. They will be increased to £15/session; lunch club will remain the same. This session rate is now more in line with the hourly funding rate from Hertfordshire County Council.

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.

The organisation is a charitable company limited by guarantee, incorporated on 6 September 2012 and has no share capital. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 (one pound).

Recruitment and appointment of new trustees/management committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as the members of the Management Committee. Most members of the Management Committee give their time voluntarily and receive no benefits from the charity. One director, Mrs Paula Carr, the Pre-School manager, is a director and trustee but does not receive or will receive any remuneration for their trustee role and play no part in any management decisions that may directly affect them (eg salary rises). It is always the aim to recruit trustees from the parents of the children attending the Pre-School.

There have been several changes in the trustees/Directors during this reporting period:

- 1 director has resigned: Miss Corinne Davidson.
- 1 director was elected to the committee: Miss Rachel Lyden.

The management committee aim to meet at least 3 times a year. An agenda and minutes are produced with actions. Decisions of the committee can be either at meetings or via email discussions, and these email decisions are retained.

The committee members are responsible for making decisions on all matters of general concern and importance to Early Days Pre-School, including deciding on how the funds are to be spent. They are also responsible for ensuring appropriate remuneration of staff and payment of invoices. However, the day to day running, and planning activities of the Pre-School itself are primarily the responsibility of the Pre-School manager, with input from the committee, when necessary.

Organisational structure

Early Days Pre-School was registered in November 2002 and became a Company limited by guarantee on 6 September 2012. On 5th November 2019, the name was officially changed from 'Early Days Playgroup' to 'Early Days Pre-School' in order to better reflect the activities that we do and service we provide. A new logo was also produced.

The Pre-School operates from a large, self-contained room on the site of Oughton Primary and Nursery School in Hitchin, which is in a designated area of deprivation. The children have access to an outdoor area and a covered outdoor classroom.

The Pre-School operates Monday to Friday during term times (38 weeks) between the hours of 8.45am and 3.15pm. This includes a morning and afternoon session of 3 hours each and a lunch club between 11.45am and 12.15pm. Children can attend for a variety of sessions. A maximum of 30 children aged between two and five years may attend the Pre-School at any one time. There can be up to 70 children on roll, all of whom are in the early years age range and the Pre-School receives funding for early education places. It supports children with special educational needs and/or disabilities and those who speak English as an additional language. To support these children, a member of staff became a dedicated SENDCo in April 2019.

At the time of the report, 8 staff directly work with the children. All staff hold relevant National Vocational Qualifications (NVQs) at level 2 or 3 and receive additional appropriate training when required. The Pre-School is registered with Ofsted on the Early Years Register and the compulsory and voluntary parts of the Childcare Register.

Risk management

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

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08205128 (England and Wales)

Registered Charity number

1150645

Registered office

Oughton Primary And Nursery School
Mattocke Road
Hitchin
Hertfordshire
SG5 2NZ

Trustees

Mrs D Mitchell
Mrs M Aloisi
Mrs P G Carr
Miss C Davidson (resigned 9.12.2020)
Mrs S King
Ms M Cave
Miss R Lyden (appointed 25.11.2020)

Independent Examiner

Alf Del Basso
FCCA
Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
SG4 0TY

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 1 December 2021 and signed on its behalf by:

Mrs S King - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)**

Independent examiner's report to the trustees of Early Days Pre-School ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's 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 charity'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:

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.

Alf Del Basso
FCCA
Jones Hunt & Keelings
Chartered Certified Accountants and
Chartered Tax Advisers
71 Knowl Piece
Wilbury Way
Hitchin
SG4 0TY

1 December 2021

EARLY DAYS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	106,185	2,088	108,273	136,804
Other trading activities	3	204	-	204	761
Investment income	4	20	-	20	101
Total		106,409	2,088	108,497	137,666
EXPENDITURE ON					
Charitable activities					
Governance costs		-	-	-	3,800
Charitable activities		23,229	-	23,229	29,762
Staff costs		114,627	-	114,627	114,897
Total		137,856	-	137,856	148,459
NET INCOME/(EXPENDITURE)		(31,447)	2,088	(29,359)	(10,793)
Transfers between funds	13	2,088	(2,088)	-	-
Net movement in funds		(29,359)	-	(29,359)	(10,793)
RECONCILIATION OF FUNDS					
Total funds brought forward		86,397	-	86,397	97,190
TOTAL FUNDS CARRIED FORWARD		57,038	-	57,038	86,397

EARLY DAYS PRE-SCHOOL (REGISTERED NUMBER: 08205128)**BALANCE SHEET
31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	9	8,236	-	8,236	11,392
CURRENT ASSETS					
Debtors	10	330	-	330	361
Cash at bank		55,857	1,044	56,901	81,472
		<u>56,187</u>	<u>1,044</u>	<u>57,231</u>	<u>81,833</u>
CREDITORS					
Amounts falling due within one year	11	(7,385)	(1,044)	(8,429)	(6,828)
		<u>48,802</u>	<u>-</u>	<u>48,802</u>	<u>75,005</u>
NET CURRENT ASSETS					
		<u>57,038</u>	<u>-</u>	<u>57,038</u>	<u>86,397</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>57,038</u>	<u>-</u>	<u>57,038</u>	<u>86,397</u>
NET ASSETS					
		<u>57,038</u>	<u>-</u>	<u>57,038</u>	<u>86,397</u>
FUNDS	13				
Unrestricted funds				57,038	86,397
TOTAL FUNDS				<u>57,038</u>	<u>86,397</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 1 December 2021 and were signed on its behalf by:

S King - Trustee

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the pound sterling (£).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Parents contributions	14,093	22,136
Funding	90,920	114,668
Grants	3,260	-
	<u>108,273</u>	<u>136,804</u>

Funding obtained generally are shown as an incoming resource. Funding obtained specifically are offset against the resource expenditure in the period which it relates.

Government grants given in respect of the Coronavirus Job Retention Scheme have been accounted for under the accrual model, recognised as other income against the period to which they relate. During the year, £3,260 has been recognised. There were no unfulfilled conditions or contingencies attached to the grant.

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	<u>204</u>	<u>761</u>

4. INVESTMENT INCOME

	2021	2020
	£	£
Interest receivable - trading	<u>20</u>	<u>101</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	<u>3,156</u>	<u>1,896</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

Remuneration of £20,859 (2020 - £19,161) was paid to P Carr during the year for her role as Pre-School manager and OFSTED nominated person, no remuneration was received for her role as trustee.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
	11	13
Day care staff	<u>11</u>	<u>13</u>

No employees received emoluments in excess of £60,000.

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	136,804	-	136,804
Other trading activities	761	-	761
Investment income	<u>101</u>	<u>-</u>	<u>101</u>
Total	137,666	-	137,666
EXPENDITURE ON			
Charitable activities			
Governance costs	3,800	-	3,800
Charitable activities	29,762	-	29,762
Staff costs	<u>114,897</u>	<u>-</u>	<u>114,897</u>
Total	148,459	-	148,459
NET INCOME/(EXPENDITURE)	<u>(10,793)</u>	<u>-</u>	<u>(10,793)</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Transfers between funds	194	(194)	-
Net movement in funds	(10,599)	(194)	(10,793)
RECONCILIATION OF FUNDS			
Total funds brought forward	96,996	194	97,190
TOTAL FUNDS CARRIED FORWARD	<u>86,397</u>	<u>-</u>	<u>86,397</u>

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Computer equipment £	Totals £
COST			
At 1 April 2020 and 31 March 2021	<u>9,459</u>	<u>3,829</u>	<u>13,288</u>
DEPRECIATION			
At 1 April 2020	1,419	477	1,896
Charge for year	<u>1,892</u>	<u>1,264</u>	<u>3,156</u>
At 31 March 2021	<u>3,311</u>	<u>1,741</u>	<u>5,052</u>
NET BOOK VALUE			
At 31 March 2021	<u>6,148</u>	<u>2,088</u>	<u>8,236</u>
At 31 March 2020	<u>8,040</u>	<u>3,352</u>	<u>11,392</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	-	287
Prepayments and accrued income	<u>330</u>	<u>74</u>
	<u>330</u>	<u>361</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Social security and other taxes	1,136	263
Accruals and deferred income	<u>7,293</u>	<u>6,565</u>
	<u>8,429</u>	<u>6,828</u>

Deferred income totalling £1,044 relates to funding received from Hit Youth Trust in relation to lunch clubs and afternoon sessions for the 2021 summer term.

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

12. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021 £	2020 £
Within one year	1,049	1,049
Between one and five years	1,836	2,885
	<u>2,885</u>	<u>3,934</u>

13. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	86,397	(31,447)	2,088	57,038
Restricted funds				
Clubs	-	2,088	(2,088)	-
TOTAL FUNDS	<u>86,397</u>	<u>(29,359)</u>	<u>-</u>	<u>57,038</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	106,409	(137,856)	(31,447)
Restricted funds			
Clubs	2,088	-	2,088
TOTAL FUNDS	<u>108,497</u>	<u>(137,856)</u>	<u>(29,359)</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	96,996	(10,793)	194	86,397
Restricted funds				
Special Needs	194	-	(194)	-
TOTAL FUNDS	<u>97,190</u>	<u>(10,793)</u>	<u>-</u>	<u>86,397</u>

EARLY DAYS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

13. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	137,666	(148,459)	(10,793)
TOTAL FUNDS	<u>137,666</u>	<u>(148,459)</u>	<u>(10,793)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	96,996	(42,240)	2,282	57,038
Restricted funds				
Special Needs	194	-	(194)	-
Clubs	-	2,088	(2,088)	-
	<u>194</u>	<u>2,088</u>	<u>(2,282)</u>	<u>-</u>
TOTAL FUNDS	<u>97,190</u>	<u>(40,152)</u>	<u>-</u>	<u>57,038</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	244,075	(286,315)	(42,240)
Restricted funds			
Clubs	2,088	-	2,088
TOTAL FUNDS	<u>246,163</u>	<u>(286,315)</u>	<u>(40,152)</u>

14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

EARLY DAYS PRE-SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

15. ULTIMATE CONTROLLING PARTY

The charity is controlled by the trustees.

EARLY DAYS PRE-SCHOOL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Parents contributions	14,093	22,136
Funding	90,920	114,668
Grants	3,260	-
	<u>108,273</u>	<u>136,804</u>
Other trading activities		
Fundraising events	204	761
Investment income		
Interest receivable - trading	20	101
Total incoming resources	<u>108,497</u>	<u>137,666</u>
EXPENDITURE		
Staff costs		
Wages	112,487	112,419
Social security	258	828
Pensions	1,342	1,296
Training	540	354
	<u>114,627</u>	<u>114,897</u>
Support costs		
Management		
Purchases	4,466	12,151
Insurance	769	677
Telephone	1,172	1,148
Postage and stationery	304	416
Sundries	878	666
Subscriptions	4,131	3,878
	<u>11,720</u>	<u>18,936</u>
Finance		
Bank charges	296	396
Information technology		
Computer expenses	336	247
Property expenditure		
Premises costs	4,781	8,287
Improvements to property	1,892	1,419
Computer equipment	1,264	477
	<u>7,937</u>	<u>10,183</u>
Governance costs		
Accountancy and legal fees	2,940	3,800
Total resources expended	<u>137,856</u>	<u>148,459</u>
Net expenditure	<u>(29,359)</u>	<u>(10,793)</u>

This page does not form part of the statutory financial statements