

Fleckney Baptist Pre-School
(a company limited by guarantee)

**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31st AUGUST 2020**

**Charity Number: 1154011
Company Number: 8684510**

**Fleckney Baptist Pre-School
Fleckney Baptist Church
High Street
Fleckney
Leicester
LE8 8AJ**

Fleckney Baptist Pre-School Financial Statements for the Year Ending 31st August 2020

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Fleckney Baptist Pre-School Accounts for the year ended 31st August 2020
TRUSTEES' REPORT

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Address	Fleckney Baptist Church High Street Fleckney Leicester LE8 8AJ
Charity Registration Number	1154011
Company Registration Number	8684510
Trustees & Management Committee	Helen Bentley (retired 1 November 2020) Terence John Harris Ruth Maggs Susan Shipley Louise Deacon Edith Townsend (appointed on 6 January 2020) Rev Joseph Smith (appointed on 1 November 2020)
Chair of Trustees	Rev Joseph Smith
Bankers	CAF Bank 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ Market Harborough Building Society Welland House, The Square, Market Harborough LE16 7PD
Independent Examiner	Finch Tax and Accountancy Services Limited 1 Finch Way Narborough Leicester LE19 2TP
Solicitors	Wellers Law Group LLP Dixon House, 72-75 Fenchurch Street, London EC3M 4BR

Fleckney Baptist Pre-School Accounts for the year ended 31st August 2020
TRUSTEES' REPORT

Annual Report for Year Ending August 2020

The Trustees present their Annual Report and financial statements for year ended August 2020

Charitable Object

The Charity is governed by an Approved Governing Document, which states that the principal purpose of the charity is to advance the education (including spiritual development) of children below compulsory school age, particularly, but not limited to, children residing in Fleckney Leicestershire.

Organisational Structure and Decision Making Progress

The organisation is a charitable company limited by guarantee, incorporated on 10th September 2013 and registered as a charity on 30th September 2013. 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 £10.00.

At incorporation the assets of the former charitable entity under trust were transferred to this charity in full.

Staff Team at July 2020

Manager	Lisa Butler
Financial administrator	Laura Hardie
Staff	Rebecca Horseman
	Debbie Green
	Maggie Flude
	Kim Allen
	Louise Tomas
	Stephanie Jill Richardson
	Danielle Matchett
Volunteers	None
Students	None
Work experience student	None

The pre-school consists of a strong and dedicated workforce who are well qualified, skilled and experienced in what they do. We currently employ eight staff -two are qualified to level six, one level 5 SEND, three at level three, one at level two and one currently training at level 3 and a financial administrator. We ensure we work on a high staff ratio to give the children the support they need in their learning and development. We work in partnership with local schools and colleges but have had no students this year.

We have developed strong links with other professionals and outside agencies, e.g. health visitors, outreach workers, Area Special Needs Co-ordinator, speech and language therapists, the local Family Wellbeing centre and Foundation Stage Teachers from the local primary school. This year we received inclusion funding to give a child one to one support, this enabled us to help them with social and emotional development as well as language development and the ability to contribute to group activities. We have supported two other children who were under a speech and language therapist.

Fleckney Baptist Pre-School Accounts for the year ended 31st August 2020
TRUSTEES' REPORT

This year has provided us with many challenges, not least of all the Coronavirus pandemic. Throughout the pandemic we remained open to all children of critical workers and any vulnerable children if required to do so. As we still received government funding for all children who were eligible staff were paid in full with none being furloughed. As June 1st approached and with all educational settings opening we opened our doors to all children receiving government funding and children of critical workers and vulnerable children. Much planning was given to providing an environment that was as safe as possible for children and staff. The pandemic has had a knock on effect for many of our usual activities and processes and what we were able to put in place to support our children. Children had to adapt to a new routines and procedures but all of them coped very well.

We have regular staff meetings to discuss development plans, identifying any staffing needs, report concerns and identify Special Educational Needs. During the initial lockdown we continued with meetings over zoom. We also have regular curriculum planning meetings where we plan activities and experiences for children's learning based on the Early Years Foundation stage taking into account individual children's interests and preferred learning styles. We ensure that all children are catered for by recognising them as unique individuals. We build strong partnerships with parents and others involved in the children's care and learning and we look carefully at our environment to ensure it is inclusive and enabling.

Each child is allocated a key person to enable the children to form strong attachments to the adults in the setting. Each child is then able to be regularly observed and monitored with a record of their learning and achievements made which is called a learning journey. This consists of photographs of the child engaged in learning and play, pieces of their work and observations made by their key person and other staff members. Parents and carers are encouraged to add their thoughts and comments to the learning journey as is the child in order to ensure a holistic approach. These pieces of information and observations are collated and used to track the child's progress and a written report is shared with each parent twice a year. We hold parents' meetings in February of each year which provides us with the opportunity for us to discuss a child's progress with parents/carers as well as sharing ideas of how we can support their child as we approach transition to school.

The manager completes an analysis twice a year to ensure that all areas of the curriculum are covered and that desired outcomes are being achieved by the children as a whole. Areas needing development are identified and prioritised at the next curriculum planning meeting. It enables us also to see if there are particular groups of children who are not progressing as well as others. Due to the pandemic progress summaries in the summer term were not completed and therefore data could not be collected to complete a cohort analysis. However, a brief summary of each child's general development, friendship groups and other information was passed on to the school to help with transition.

We aim to ensure our children become strong independent learners, to know how to be safe and healthy, and to enjoy achieving self-set goals and objectives and feel good about themselves. We foster an environment of love and kindness giving thought to how others feel and think and all adults are aware that they are role models to the children. We encourage them to make a positive contribution to the world in which we live. For the last couple of years Christmas celebrations have included activities with church groups. Children made mince pies and shared them with the older folk who attend a coffee morning at the church which was well received. We have also sang songs and encourage participation from coffee morning groups on several occasions.

We have a wide range of resources and activities all of which foster children's curiosity and growing understanding of the world around them. We are very keen for children to engage in heuristic play and we resource the setting with lots of natural resources, e.g. logs, wooden building blocks, string and scissors, in order to encourage children to think for themselves and engage in sustained shared thinking with an adult. Outdoor play is one of our passions and we take the children out whatever the weather; they are able to run, jump, climb and express themselves without hindrance. We resource the outdoors with lots of natural resources as well as including step ladders, tyres, crates, sand and water. We encourage children to take safe risks by helping them to make obstacle courses of the resources, and we sometimes use the natural area in the field at the back of the playground for tree climbing and den making. We have a gardening area and encourage the children to wallow in experiences they are unable to be involved in when indoors. We also have treasure baskets, sensory equipment and ICT equipment.

Fleckney Baptist Pre-School Accounts for the year ended 31st August 2020
TRUSTEES' REPORT

We genuinely foster open and honest relationships with parents, encouraging and supporting them in their role as parents and providing a place of safety for them to express any concerns or anxieties they may have. We are able to assist where there is financial hardship by sometimes writing off invoices and often offering substantial discounts. We also discount fees when there is more than one child from a family attending.

Achievements and Performance

We achieve a consistently good Ofsted grade and have been praised for strong leadership and management as well as offering a broad and balanced curriculum. We have bought in services to strengthen areas such as Expressive arts and Design such as music and dance sessions but again the pandemic has prevented us from enjoying this the whole year through. Training for essentials such as Paediatric First Aid and safeguarding have continued. One member of staff has also taken part in 'SEND Review' training through the local authority but again this was cut short due to Covid-19.

This year we have invited parents and carers along to a special pre-school church service where children performed Christmas songs to the family congregation. We celebrate Christmas every year with a party and provide a small gift for each child, usually a book which we hope encourages parents to read with their child at home. Due to Covid-19 restrictions we were not able to hold our usual 'Leavers' service in July, however, each child leaving to go to school was given a booklet to help them move on to the next stage of their education. The children were also filmed singing our 'Leavers' Song' which we put on our closed Facebook page for parents to view.

Due to Covid-19 restrictions we were not able to carry out any of our usual transition to school activities. What we were able to do however was to show the children the virtual tours local schools had put on their websites and share photos of the school and staff members. This gave us opportunities to talk to the children about going to school as well as the children being able to familiarise themselves a little with classrooms and teaching staff.

Before the pandemic we also made good use of local amenities, taking the children regularly to the local library and visiting the local environment looking at our surroundings, visiting the local park and duck pond and taking note of the doctors' surgery, dentist, local shops and generally educating children in their knowledge and understanding of the world.

A website is available at www.fleckneybaptistpreschool.org. This provides an overview of the setting and parents can view photos of activities and experiences that children are likely to enjoy during their time with us. The pre-school's prospectus, registration forms and policies and procedures can also be accessed via the website as well as general information. We also have a Facebook page which is only open to parents/carers, staff and trustees. This is used as a notice board to relay information to parents and their families.

We have a very strong and cohesive staff team, led by manager Lisa Butler. All staff are given regular supervision and encouraged in their professional development. This year staff have received new or updated in service training in the following areas:-
Safeguarding
Paediatric first aid
SEND Review training

The manager is in receipt of updates from the Local Authority's (LA) Early Years Team which she regularly forwards on to pre-school trustees. These provide information on training courses, local and national initiatives, updates on government guidelines for Covid-19 and ofsted. We are also supported by a LA Improvement Advisor who regularly contacts us to provide information and advice where needed.

We have achieved financial sustainability by maintaining a good reputation locally which consistently sees parents enrolling their children with us. Most of our children are eligible to receive FEEE (Free Early Education Entitlement) which enables parents to register their children at good quality settings for fifteen hours a week. Often our children attend for more than their allocated fifteen hours and they are then invoiced for the extra hours or many are now eligible to claim up to 30 hours under the new government initiative. The introduction of the thirty hours free entitlement does not appear to have had a negative impact on the setting in terms of finances or the number of children on roll as of yet. The Early Years Pupil Premium (EYPP) provides us with extra funding to narrow the attainment gap between young children from low income families and their peers. We had no children on EYPP for the year 2019/2020.

Fleckney Baptist Pre-School Accounts for the year ended 31st August 2020
TRUSTEES' REPORT

This year we have had up to 39 children on roll, 21 of which have moved onto mainstream school, September 2020. Several more children have booked in to start with us in September.

Plans for the future

Plans for the future include developing our outdoor learning environment by making the wild area into a more useable space that can be accessed throughout the year. With the reserves that we have built up we will now be in a financial position to employ a landscape gardener to plan and carry out work to provide a wonderful area for the children to explore and learn in. This is a natural resource that will have long term use once established. This work has been delayed yet again as a housing development brings uncertainty as to what land is available but we hope to be able to proceed with these plans in the near future.

New Appointments

We have one new member of staff who provides cover when other staff members have been ill or on training. She has also provided 1:1 support for a child receiving inclusion funding.

Financial Activities and Affairs

The statement of financial activities shown on page 7 confirms the total income for the period of £85,392 with expenditure of £87,363. This shows a net shortfall of £1,971.

The net assets of the pre-school totalled £98,773 at the period end.

The trustees are confident that sufficient funds are available and costs are well managed. The school raises funds from parental contributions and Government funding. The funding is in place and managed on a term by term basis supported by an agreement with Government early year funding.

Reserves

We are reliant on government funding and we monitor our finances on a term by term basis. The pre-school trustees have read the Charity Commission guidance on public benefit and are satisfied that the activities outlined above clearly demonstrate that the charity is providing a benefit to the public.

It is the policy of the pre-school that funds which have not been designated for a specific use should be maintained at a level equivalent to three months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the pre-school's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Trustees' Responsibilities

The trustees (who are also directors of Fleckney Baptist Pre-School Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 the year. In preparing these financial statements, the trustees are required to:-

.....select suitable accounting policies and then apply them consistently;

.....observe the methods and principles in the Charities SORP;

.....make judgements and estimates that are reasonable and prudent;

.....state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;

.....prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

ON BEHALF OF THE BOARD OF TRUSTEES

REV JOSEPH SMITH



Date 6/5/2021

Fleckney Baptist Church Pre-School Financial Statements
for the year ended 31st August, 2020

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF FLECKNEY BAPTIST PRE-SCHOOL**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st August 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company 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 for this year 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 material matters have come to my attention which gives me cause to believe that:

- 1) accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- 2) the accounts do not accord with such records; or
- 3) the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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 Charities SORP (FRS102).

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.

Name: Rhoda Cooper FCCA

Address: For Finch Tax and Accountancy Services Limited, 1 Finch Way, Narborough, LE19 2TP

Signed *Rhoda Cooper*

Dated 23 March 2021

Fleckney Baptist Church Pre-School Financial Statements for the year ended 31st August 2020
STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account)

FOR THE PERIOD ENDED 31 AUGUST 2020

		Unrestricted funds		Restricted funds	Total Funds	Total Funds
		General	Designated		2020	2019
		£	£	£	£	£
	Note					
Incoming Resources						
Parents Fees	2	10,004			10,004	8,204
Agency Funding	2			74,893	74,893	89,551
Other Income	2	495			495	992
Total incoming resources		10,499	0	74,893	85,392	98,747
Resources expended						
Charitable expenditure						
Costs of activities (including income and expenditure account) in furtherance of the charity's objectives						
	3	2,632		74,589	77,221	78,003
Premises and Support Costs	4	1,021		7,638	8,659	8,819
Refunds due to Covid-19	4a	370			370	
Resources expended on managing and administering the charity						
	5	350			350	350
Trustees	6					
Depreciation & Revaluation	7	763			763	1,017
Total resources expended	10	5,136		82,227	87,363	88,189
NET MOVEMENT IN FUNDS		5,363		-7,334	-1,971	10,558
Funds brought forward at 31 August 2019	10	81,992		18,753	100,745	90,187
Funds carried forward at 31 August 2020		87,355		11,419	98,773	100,745

BALANCE SHEET

AS AT 31 AUGUST 2020

		2020		2019	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	7		4,631		4,684
CURRENT ASSETS					
Petty cash		50		1	
Cash at bank		104,686		110,440	
Debtors	8	947		919	
		<u>105,683</u>		<u>111,360</u>	
CURRENT LIABILITIES					
Creditors and accruals	9	11,541		15,299	
		<u>11,541</u>		<u>15,299</u>	
NET CURRENT ASSETS			<u>94,142</u>		<u>96,061</u>
NET ASSETS			<u>98,773</u>		<u>100,745</u>
FUNDS					
Unrestricted	10		87,354		81,992
Unrestricted Designated	10				
Restricted	10		11,419		18,753
TOTAL CHARITY FUNDS			<u>98,773</u>		<u>100,745</u>

For the year ending 31st August, 2020, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the Trustees on 25th March 2021 and signed on their behalf by:

Joe Smith
Trustee
Date 6/5/2021

Signed 

Fleckney Baptist Church Pre-School Financial Statements for the year ended 31st August 2020
NOTES TO THE ACCOUNTS

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

Resources expended are charged in the accounts in the period in which they are incurred and include VAT which cannot be recovered.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life at 10% of the residual net book value per annum, with 25% being applied to IT type equipment. Trustees agreed last year that the policy moving forward is to pay for capital assets in the year of purchase if the value is less than £100 for a single item. The rate of depreciation for items of £100 or above will be at the rate previously set. Any items on the register at the end of the last financial year listed below an individual value the £100 threshold have been depreciated to £0 this financial year.

2 Incoming Resources	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
Parents Fees	10,004			10,004	8,204
Agency Funding			74,893	74,893	89,551
Other	495			495	992
	<u>10,499</u>		<u>74,893</u>	<u>85,392</u>	<u>98,747</u>
3 Costs of activities in furtherance of the Charity's objectives	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
3.1 Staff Costs	340		74,589	74,929	72,767
3.2 Equipment and resources	2,292			2,292	5,236
	<u>2,632</u>		<u>74,589</u>	<u>77,221</u>	<u>78,003</u>
3.1 Staff Costs	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
Wages			67,464	67,464	65,801
Tax and NI			2,673	2,673	2,659
Pension			3,887	3,887	3,285
Courses			565	565	1,022
Other	340			340	
There were 9 employees during the year					
	<u>340</u>		<u>74,589</u>	<u>74,929</u>	<u>72,767</u>
No employee earned more than £60,000					

Pre-school has operated a pension scheme (NEST) since 1st May, 2017

3.2 Equipment and resources	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£	£
General Expenses	2,067			2,067	3,881
IT				0	558
Musical Milly	225			225	331
Other				0	466
	<u>2,292</u>			<u>2,292</u>	<u>5,236</u>
4 Premises and support costs	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£	£
Rent for rooms			4,940	4,940	4,745
Insurance			778	778	759
Phone and Broadband			540	540	352
Advertising	341			341	208
Maintenance and Renewals			1,380	1,380	1,973
Subscriptions	171			171	2
Administration	509			509	780
Other					0
Total	<u>1,021</u>		<u>7,638</u>	<u>8,659</u>	<u>8,819</u>
4a Refunds to parents	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£	£
Refunds due to Covid-19	370			370	0
	<u>370</u>			<u>370</u>	<u>0</u>
5 Resources expended on managing and administering the charity	Unrestricted funds	Designated funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£	£
Legal fees				0	0
Independent examination	350			350	350
	<u>350</u>			<u>350</u>	<u>350</u>
6 Trustees					
None of the trustees received any remuneration during the year.					
7 Fixed Assets	Furniture Fittings	Play Equipment	Office & Computer	Total 2020	Total 2019
	£	£	£	£	£
Valuation					
At 31st August 2019	3,305	607	772	4,684	5,700
Additions			710	710	0
Disposals					
Revaluation					(382)
At 31st August 2020	<u>3,305</u>	<u>607</u>	<u>1,482</u>	<u>5,394</u>	<u>5,318</u>
Accumulated depreciation					
At 31st August 2020					
Provided during the year	(331)	(61)	(371)	(763)	(634)
Net book value	<u>2,974</u>	<u>546</u>	<u>1,111</u>	<u>4,631</u>	<u>4,684</u>
At 31st August 2020					

	Total 2020 £	Total 2019 £
8 Debtors		
Debtors	947	919
	<u>947</u>	<u>919</u>

	Total 2020 £	Total 2019 £
9 Creditors		
Creditors	11,191	14,949
Creditors & Accruals fees owed to accountants for independent examination	350	350
	<u>11,541</u>	<u>15,299</u>

Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2020 £	Total 2019 £
10 Fund Balances at 31st August 2020					
are represented by					
Tangible Fixed Assets	4,631			4,631	4,683
Current Assets	94,264		11,419	105,683	111,360
Creditors falling due within one year	(11,541)			(11,541)	(15,299)
Fund Values	<u>87,354</u>	<u>0</u>	<u>11,419</u>	<u>98,773</u>	<u>100,744</u>

	Balance 31 August 2019 £	Movement in resources Incoming £	Outgoing £	Balance 31 August 2020 £	Balance 31 August 2019
Movements in Restricted Funds					
Agency funding	18,753	74,893	82,227	11,419	18,753
	<u>18,753</u>	<u>74,893</u>	<u>82,227</u>	<u>11,419</u>	<u>18,753</u>