



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report (including Directors' report) for the period

From: Period start date 01.09.2019 **To:** Period end date 31.08.2020

Charity name: The Orchard Community Pre-School

Charity registration number: 1154900

Company number: 08791069

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 rights of parents to take responsibility for and to become involved in 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 furthering the aims of the Early Years Alliance.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	As our name suggests, we are a community pre-school, which offers Early Years Education to children below statutory school age. In the main we serve families in the immediate vicinity of the pre-school in and around Milford, but we also offer places to children from further afield. We offer a wide range of play facilities, through which the children learn and develop physically, socially, emotionally, and intellectually. Our staff are well-qualified in early years education, and they use their knowledge to ensure that the children are provided with the educational experiences that are essential to their progress and well-being. All children within the appropriate age group are welcomed into our pre-school and we do not discriminate on the grounds of race, culture, religion, means, or ability. Staff have undertaken specific training to ensure that we can cater for all children's learning needs, and we have made adaptations to the building, to provide appropriate access for wheelchair users.

		Our staff recognise the importance of carrying out thorough assessments of the children's learning needs and use the information gained to plan for their development. Parents and carers are also welcomed into the pre-school and encouraged to contribute to their children's records and plans for their learning. Staff lend as much support as they can to families that need it. We promote public interest in the work we do, by our involvement in local events and through our own fund-raising efforts. We have been members of the Early Years' Alliance for many years now and we have worked hard to instigate and adhere to their aims and objectives. In part, we achieve this by following their guidance in policy development and by making use of their publications and training, as appropriate to our needs. We have also sought and acted upon their advice on legal matters. The advice they have offered has ensured that we act in ways which provide the protection of a safe environment for all who access our pre-school. Since September 2016, we have provided an After-School Club for the pre-school's children and for children from the local infant school. The After-School Club caters for children between 3 and 7 years of age. It offers much-needed extended hours of care for children of working parents in the locality and it provides a relaxed, home-from-home atmosphere, which is greatly appreciated by children and parents alike. The After-School Club is run by pre-school staff.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We can confirm that the trustees have had regard to the Charity Commission guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A

Contribution made by volunteers	Para 1.38	When they were able, volunteers, from amongst the parent members, as well as those from outside the organisation, provided excellent support to our pre-school. Some have helped in practical ways, such as making and repairing equipment and maintaining the garden, whilst others have supported specific fundraising projects such as cake sales, stalls, fun days or sponsored events. Their opportunities to help have been greatly reduced during the Covid-19 restrictions, when we were unable to allow them access to the premises.
Other		

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The trustees are confident that the pre-school provided a safe, happy, stimulating environment for the children in its care. Fund-raising activities were limited this year due to the restrictions already mentioned, but we managed an on-line Christmas Fair and raffle and provided on-line Easter activities, which brought in some additional funds. The After-School Club and the offer of an early start to the pre-school day have been a great success both in terms of meeting local need and in bringing additional revenue to the pre-school during difficult financial times. Until the pandemic took hold, the number of children on roll continued to rise, which is testament to the pre-school's good reputation and to the dedication of the staff. We hope the numbers on roll will increase once more once the pandemic is under control.
---	-----------	--

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Our main objective for the past few years has been to make significant improvements to the accommodation for our two-year-old children and to provide a staffroom in which the staff may take their lunch break. Unfortunately, we were refused planning permission for a much-needed extension to the premises and we had to seek alternatives. By the end of July and throughout August 2019, internal building works, which answered part of our needs, were well under-way and a garden-room staffroom had been installed. Building works were sufficiently complete for the pre-school to re-
-------------------------------------	-----------	--

		open in September 2019 and remaining 'snagging' was carried out by the end of the month.
Performance of fundraising activities against objectives set	Para 1.41	Fund-Raising for the proposed building works exceeded our expectations and parents' fund-raising efforts brought in over £800 more than we had anticipated.
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	The pre-school's net income leaves us in a more comfortable position than we had expected - especially as the effects of the Covid-19 outbreak reduced our income significantly. There was also a statutory requirement to increase the minimum hourly rate of pay for staff, which took effect on April 1st. Meeting those additional payments and increased employer pension contributions will continue to put a strain on our finances, but the staff deserve to earn a decent wage and we are committed to trying to ensure that they do, within the constraints of our limited budget. With careful control of next year's budget, we hope to remain solvent and eventually to re-build a contingency for unexpected expenses. We recognise that without the After-School Club fees, our financial situation would not have been so favourable over the last three years, and we rely on its continued success over the coming academic year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees have a commitment to maintaining a reserves policy, which is based on meeting identified priorities. Currently we hold a reserve of £25,000.00 to cover potential staff redundancies and unforeseen changes in pupil numbers, but it is essential that we try to increase this, by a further £5,000.00, over the coming year. Now that our major building project is complete, our Building budget is sadly diminished and stands at £498.00. We are aiming to increase this to a minimum of £5,000.00 over the next year. Trustees also aim to maintain a general reserve of approximately 20% of normal annual spending, to meet fluctuations in payments and receipts. Currently, that would be between £25,000 and £30,000.

Amount of reserves held	Para 1.22	£498.00 for emergency building work; £25,000.00 for potential redundancies and unexpected fluctuations in pupil numbers; £23,755.00 to meet fluctuations in payments and receipts.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funds were the fees for places, which came partly from central government via Surrey County Council and partly from parents' and carers' fee payments. The Government funding total was £114,021; Parents' fee payments were £42,296.00, including both pre-school and After-School Club. Parents' fund-raising efforts brought in £1,211.00 and donations to support fee payments for needy families were £240.00. One parent also donated £120.00 to help with additional costs during the Covid-19 outbreak. We received a very welcome £7,700.00 payment from HMRC as part of the Job Retention Scheme during the Covid-19 outbreak.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Although our staff are not highly paid, most of our expenditure is on staff salary costs. Paying a fair, living wage ensures that we can employ well-qualified staff, who are capable of meeting the pre-school's main objectives for the children and we are committed to doing that. Increased costs in this area of spending do incur risks, as fees received via the local authority do not increase at the same rate. Additional costs this year were due to Covid-19 issues. They included additional cleaning materials and equipment plus additional hours for cleaning staff and pre-school staff, who had to re-organise the pre-school during overtime. At the same time, we lost revenue that would normally have been generated by the After-School Club between March and

		August and this left us £10,000 short of anticipated income, due to the After-School Club having to be closed for that period. If there is a significant second wave of the virus, we are likely to suffer financially to at least the same extent next year.
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed , memorandum and articles of association etc	Para 1.25	Memorandum and Articles of Association
How is the charity constituted? for example limited company , unincorporated association , CIO	Para 1.25	Company Limited by Guarantee
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected annually at the AGM. At least 60% of trustees must be parent members of the pre-school.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	The Orchard Community Pre-School
Other name the charity uses	
Registered charity number	1154900
Charity's principal address	17a, Elmside, Milford, Godalming Surrey GU8 5EG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Deborah Loveland	Director/Chairperson		Parent Members
2	Eileen Griffiths	Director/Treasurer		Parent Members
3	Teresa Ellis	Company Secretary		Parent Members
4	Claire Jackson	Vice Chairperson		Parent Members
5	Duncan Norton	Co-opted		Parent Members
6	Clare Brooker	Trustee		Parent Members
7	Catherine Legg	Trustee	01.09.19 - 02.10.19	Parent Members
8	Laura Johnson	Trustee		Parent Members
9	Katie Bone	Trustee		Parent Members
10	Ana Cristina Moreira	Trustee	From 02.10.19	Parent Members
11	Natalie Soden	Trustee	From 02.10.19	Parent Members
12	Mike Collins	Trustee	02.10.19 – 23.07.20	Parent Members
13	Kerrie Porteous	Trustee	From 07.11.19	Parent Members
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name	
Deborah Loveland	
Eileen Griffiths	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
Teresa Ellis	
Eileen Griffiths	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
-----------------	------	---------

Name of chief executive or names of senior staff members (optional information)

Samantha Talman – pre-school and After-School Club Manager
--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)	Eileen Griffiths	
Full name(s)		
Position (for example Secretary, Chair, etc)	Director/Treasurer	
Date	27.06.2021	

Orchard Pre-School Profit and Loss			
2019-2020	Whole Year		
Income	Planned	Actual	Variance
SCC FEET Funding	£19,614.00	£20,387.60	£773.60
SCC 3-4 yr Funding	£68,100.00	£86,990.49	£18,890.49
Inclusion Grant	£0.00	£1,831.77	£1,831.77
Parents' fees	£31,129.00	£25,102.01	-£6,026.99
After School Club	£25,686.00	£14,760.56	-£10,925.44
Early start fees	£3,875.00	£945.34	-£2,929.66
Total fees income	£148,404.00	£150,017.77	£1,613.77
Grants/Donations	£200.00	£9,050.78	£8,850.78
Fund Raising	£400.00	£1,211.80	£811.80
Special Events	£188.20	£499.74	£311.54
Re-sale items	£400.00	£570.90	£170.90
Bank interest minus charges	-£48.19	-£70.17	-£21.98
Refunds in	£4,052.00	£426.45	-£3,625.55
Total Other Income	£5,192.01	£11,689.50	£6,497.49
Total Income	£153,596.01	£161,707.27	£8,111.26
Expenditure- Staff	Planned	Actual	Variance
Staff salaries	£105,211.00	£99,471.47	£5,739.53
PAYE (HMRC)	£13,503.00	£12,583.37	£919.63
Payroll	£528.00	£528.00	£0.00
NEST Pensions	£4,261.00	£6,364.76	-£2,103.76
Surrey HR Contract	£800.00	£1,122.70	-£322.70
General Training	£882.00	£189.50	£692.50
Total staff costs	£125,185.00	£120,259.80	£4,925.20
Expenditure - Property	Planned	Actual	Variance
Non-domestic rates	£780.00	£455.00	£325.00
Rent	£700.00	£561.55	£138.45
EYA- B' ding/main insurance	£2,730.00	£2,716.29	£13.71
Cleaning supplies	£900.00	£1,808.00	-£908.00
Cleaning contract	£5,700.00	£5,930.40	-£230.40
Window cleaner	£610.00	£80.00	£530.00
B' ding/Garden maintenance	£2,550.00	£1,787.64	£762.36
Total Property costs	£13,970.00	£13,338.88	£631.12
Expenditure - Utilities	Planned	Actual	Variance
Electricity	£600.00	£1,043.85	-£443.85
Gas	£680.00	£612.10	£67.90
Water	£570.00	£360.22	£209.78
Telephones	£1,140.00	£1,216.01	-£76.01
Waste - Synergy	£400.00	£549.89	-£149.89
Waste - Sanaway	£720.00	£466.12	£253.88
Total Utilities/Services	£4,110.00	£4,248.19	-£138.19
Expenditure - General	Planned	Actual	Variance
Curriculum	£2,250.00	£2,039.57	£210.43
Petty Cash	£300.00	£100.00	£200.00
Office	£1,900.00	£1,131.59	£768.41
Licences	£180.00	£114.50	£65.50
OFSTED	£70.00	£35.00	£35.00
Fund raising	£90.00	£57.00	£33.00
Special Events	£570.00	£183.73	£386.27
ASC snacks/equipment	£300.00	£299.58	£0.42
Refunds	£0.00	-£15.99	£15.99
Re-sale items	£860.00	£278.55	£581.45
Lunches	£7,200.00	£6,906.01	£293.99
Accountant	£755.00	£762.00	-£7.00
Total General costs	£14,475.00	£11,891.54	£2,583.46
2019-2020 Whole Year Summary			
Total Income	£161,707.27		
Total Expenditure pre Cap-ex	£149,738.41		
Profit/loss pre Cap-ex	£11,968.86		
Cap-ex	£29,942.35		
Total Expenditure post Cap-ex	£179,680.76		
Profit/loss post Cap-ex	-£17,973.49		

Report of the Trustees and
Unaudited Financial Statements For The Year Ended 31 August 2020
for
The Orchard Community Pre-School

Lucas & Co
11 Church Street
Godalming
Surrey
GU7 1EQ

The Orchard Community Pre-School

Contents of the Financial Statements
For The Year Ended 31 August 2020

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 10
Detailed Statement of Financial Activities	11 to 12

The Orchard Community Pre-School

Report of the Trustees For The Year Ended 31 August 2020

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 August 2020. 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

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 Early Years Alliance.

Significant activities

1. As our name suggests, we are a community pre-school which offers Early Years Education to children below statutory school age. In the main we serve families in the immediate vicinity of the pre-school in and around Milford, but we also offer places to children from further afield. We offer a wide range of play activities through which the children learn and develop physically, emotionally, socially and intellectually. Our staff are well qualified in early years education and they use their knowledge to ensure that the children are provided with the educational experiences that are essential to their progress and well-being. All children within the appropriate age group are welcomed in to our pre-school and we do not discriminate on the grounds of race, culture, religion, means, or ability. Staff have undertaken specific training to ensure that we can cater for all children's learning needs and we have recently made adaptations to our building to provide appropriate access for wheelchair users.
2. Our pre-school has a well -qualified staff team, who recognise the importance of carrying out thorough assessments of the children's learning needs and using the information gained to plan for their future development. Parents and carers are also welcomed in to the pre-school and encouraged to contribute to their children's records and plans for their learning. Staff lend as much support as they can to families that are in need of it. We promote public interest in the work we do by our involvement in events in the locality and through our own fund raising efforts.
3. We have been members of the Early Years Alliance for many years now and we have worked hard to instigate and adhere to their aims and objectives. In part, we achieve this by following their guidance in policy development and by making use of their publications and training, as appropriate to our needs. We have also sought and acted upon their advice on legal matters. The advice they have offered has ensured that we act in ways which provide the protection of a safe environment for all who access to our pre-school.
4. Since September 2016, we have provided an After-School Club for the pre-school's children and for children from the local infant school. The After-School Club caters for children between 3 and 7 years of age. It offers much-needed extended hours of care for children of working parents in the locality and it provides a relaxed, home-from-home atmosphere, which is greatly appreciated by children and parents alike. The After-School Club is run by the pre-school staff.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees are confident that, with the help of a very able and dedicated staff, the pre-school continued to provide a safe, stimulating and fun-filled environment for the children in its care.

A Christmas Fair was held, in December 2019, but other fundraising events were curtailed during the year, due to restrictions related to the Corona Virus Pandemic.

Improvements to the pre-school continued as the staff acted upon the two minor recommendations from our Ofsted Inspection in March 2019, from which the judgement was already 'Good'. We also began major works to improve the internal physical environment to ensure that the two-year old children had appropriate access to toilet facilities and the kitchen was up-graded so that we could provide healthy cooked lunches for the children.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08791069 (England and Wales)

The Orchard Community Pre-School

Report of the Trustees
For The Year Ended 31 August 2020

Registered Charity number
1154900

Registered office
17A, Elmside
Milford
Godalming
Surrey
GU8 5EG

Trustees
E J Griffiths Director/Treasurer
D K Loveland Director/Chairperson
T A Ellis Secretary
C Jackson Vice Chairperson
D Norton
C Brooker (resigned 7.11.20)
C Legg (resigned 7.11.20)
L Johnson
A C Moreira (resigned 7.11.20)
K Bone
N Soden (appointed 2.10.19)
K Porteous (appointed 7.11.19)
M Collins (appointed 2.10.19) (resigned 23.7.20)
H Ciran (appointed 7.11.20)
A Marriott (appointed 7.11.20)
V Jenkins (appointed 7.11.20)

Company Secretary
T A Ellis

Independent Examiner
Lucas & Co
11 Church Street
Godalming
Surrey
GU7 1EQ

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

.....
T A Ellis - Trustee

Independent Examiner's Report to the Trustees of
The Orchard Community Pre-School

Independent examiner's report to the trustees of The Orchard Community Pre-School ('the Company')

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

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.

Peter Lucas
Lucas & Co
11 Church Street
Godalming
Surrey
GU7 1EQ

Date:

The Orchard Community Pre-School

Statement of Financial Activities
For The Year Ended 31 August 2020

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		157,629	-	157,629	145,484
Other trading activities	2	2,282	-	2,282	2,475
Investment income	3	71	-	71	116
Total		<u>159,982</u>	<u>-</u>	<u>159,982</u>	<u>148,075</u>
EXPENDITURE ON					
Raising funds	4	9,777	-	9,777	3,196
Charitable activities					
School operating costs		154,036	-	154,036	154,815
Other		-	-	-	762
Total		<u>163,813</u>	<u>-</u>	<u>163,813</u>	<u>158,773</u>
NET INCOME/(EXPENDITURE)		<u>(3,831)</u>	<u>-</u>	<u>(3,831)</u>	<u>(10,698)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		97,654	-	97,654	108,352
TOTAL FUNDS CARRIED FORWARD		<u><u>93,823</u></u>	<u><u>-</u></u>	<u><u>93,823</u></u>	<u><u>97,654</u></u>

The Orchard Community Pre-School

Balance Sheet
31 August 2020

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	9	44,977	-	44,977	26,802
CURRENT ASSETS					
Debtors	10	3,134	-	3,134	2,820
Cash at bank and in hand		49,370	-	49,370	69,802
		<u>52,504</u>	<u>-</u>	<u>52,504</u>	<u>72,622</u>
CREDITORS					
Amounts falling due within one year	11	(3,658)	-	(3,658)	(1,770)
NET CURRENT ASSETS		<u>48,846</u>	<u>-</u>	<u>48,846</u>	<u>70,852</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>93,823</u>	<u>-</u>	<u>93,823</u>	<u>97,654</u>
NET ASSETS		<u>93,823</u>	<u>-</u>	<u>93,823</u>	<u>97,654</u>
FUNDS	12				
Unrestricted funds				93,823	97,654
TOTAL FUNDS				<u>93,823</u>	<u>97,654</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2020 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 and were signed on its behalf by:

.....
E J Griffiths - Trustee

.....
D K Loveland - Trustee

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.

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.

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. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Photographs, school trips etc	2,282	2,475
	<u>2,282</u>	<u>2,475</u>

3. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	71	116
	<u>71</u>	<u>116</u>

The Orchard Community Pre-School

Notes to the Financial Statements - continued
For The Year Ended 31 August 2020

4. RAISING FUNDS

Raising donations and legacies

	2020	2019
	£	£
Sundries	2,871	5,215
Support costs	-	(2,019)
	<u>2,871</u>	<u>3,196</u>

5. NET INCOME/(EXPENDITURE)

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

	2020	2019
	£	£
Depreciation - owned assets	<u>14,267</u>	<u>10,310</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2020 nor for the year ended 31 August 2019.

7. STAFF COSTS

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

	2020	2019
Child supervisors	<u>9</u>	<u>10</u>

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

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	145,484	-	145,484
Other trading activities	2,475	-	2,475
Investment income	116	-	116
	<u>148,075</u>	<u>-</u>	<u>148,075</u>
Total	148,075	-	148,075
EXPENDITURE ON			
Raising funds	3,196	-	3,196
Charitable activities			
School operating costs	154,815	-	154,815
Other	762	-	762
	<u>158,773</u>	<u>-</u>	<u>158,773</u>
Total	158,773	-	158,773
NET INCOME/(EXPENDITURE)	<u>(10,698)</u>	<u>-</u>	<u>(10,698)</u>
Transfers between funds	2,790	(2,790)	-

Notes to the Financial Statements - continued
For The Year Ended 31 August 2020

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted fund £	Total funds £
Net movement in funds	(7,908)	(2,790)	(10,698)
RECONCILIATION OF FUNDS			
Total funds brought forward	105,562	2,790	108,352
TOTAL FUNDS CARRIED FORWARD	<u>97,654</u>	<u>-</u>	<u>97,654</u>

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Curriculum equipment £	Furniture and fixed items £	Computer & electrical equip £	Totals £
COST					
At 1 September 2019	25,375	19,868	9,284	3,306	57,833
Additions	<u>31,882</u>	<u>-</u>	<u>560</u>	<u>-</u>	<u>32,442</u>
At 31 August 2020	<u>57,257</u>	<u>19,868</u>	<u>9,844</u>	<u>3,306</u>	<u>90,275</u>
DEPRECIATION					
At 1 September 2019	5,296	18,277	4,789	2,669	31,031
Charge for year	<u>11,451</u>	<u>1,512</u>	<u>985</u>	<u>319</u>	<u>14,267</u>
At 31 August 2020	<u>16,747</u>	<u>19,789</u>	<u>5,774</u>	<u>2,988</u>	<u>45,298</u>
NET BOOK VALUE					
At 31 August 2020	<u>40,510</u>	<u>79</u>	<u>4,070</u>	<u>318</u>	<u>44,977</u>
At 31 August 2019	<u>20,079</u>	<u>1,591</u>	<u>4,495</u>	<u>637</u>	<u>26,802</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	807	677
Prepayments and accrued income	<u>2,327</u>	<u>2,143</u>
	<u>3,134</u>	<u>2,820</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Accruals and deferred income	<u>3,658</u>	<u>1,770</u>

The Orchard Community Pre-School

Notes to the Financial Statements - continued
For The Year Ended 31 August 2020

12. MOVEMENT IN FUNDS

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	97,654	(3,831)	93,823
TOTAL FUNDS	<u>97,654</u>	<u>(3,831)</u>	<u>93,823</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	159,982	(163,813)	(3,831)
TOTAL FUNDS	<u>159,982</u>	<u>(163,813)</u>	<u>(3,831)</u>

Comparatives for movement in funds

	At 1.9.18 £	Net movement in funds £	Transfers between funds £	At 31.8.19 £
Unrestricted funds				
General fund	105,562	(10,698)	2,790	97,654
Restricted funds				
Building fund	2,790	-	(2,790)	-
TOTAL FUNDS	<u>108,352</u>	<u>(10,698)</u>	<u>-</u>	<u>97,654</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	148,075	(158,773)	(10,698)
TOTAL FUNDS	<u>148,075</u>	<u>(158,773)</u>	<u>(10,698)</u>

The Orchard Community Pre-School

Notes to the Financial Statements - continued
For The Year Ended 31 August 2020

12. MOVEMENT IN FUNDS - continued

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

	At 1.9.18 £	Net movement in funds £	Transfers between funds £	At 31.8.20 £
Unrestricted funds				
General fund	105,562	(14,529)	2,790	93,823
Restricted funds				
Building fund	2,790	-	(2,790)	-
TOTAL FUNDS	<u>108,352</u>	<u>(14,529)</u>	<u>-</u>	<u>93,823</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	308,057	(322,586)	(14,529)
TOTAL FUNDS	<u>308,057</u>	<u>(322,586)</u>	<u>(14,529)</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2020.

The Orchard Community Pre-School

Detailed Statement of Financial Activities
For The Year Ended 31 August 2020

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,312	211
Grants	114,021	96,817
School Fees	42,296	48,456
	157,629	145,484
Other trading activities		
Photographs, school trips etc	2,282	2,475
Investment income		
Deposit account interest	71	116
	159,982	148,075
Total incoming resources		
	159,982	148,075
EXPENDITURE		
Raising donations and legacies		
Sundries	2,871	5,215
Other trading activities		
School meals	6,906	-
Charitable activities		
Wages	111,833	115,651
Pensions	7,106	5,636
Rates and water	666	1,326
Insurance	2,707	2,695
Light and heat	1,656	1,371
Telephone	1,216	1,168
Postage and stationery	1,030	2,114
Sundries	129	689
SEN cover & safeguarding	1,123	931
Storage and rental	(200)	522
Improvements to property	11,451	5,075
Depn of curriculum equipment	1,511	3,974
Fixtures and fittings	984	928
Depn of computer & electrical	319	333
	141,531	142,413
Support costs		
Management		
Cleaning and caretaking	8,539	7,669
Finance		
Bank charges	142	98
Other		
Staff training	190	1,111
Rent	562	541
	752	1,652
Other 2		
Repairs and gardening	1,782	436

The Orchard Community Pre-School

Detailed Statement of Financial Activities
For The Year Ended 31 August 2020

	2020 £	2019 £
Other 2		
Governance costs		
Accountancy fees	762	762
Payroll services	528	528
	1,290	1,290
Total resources expended	163,813	158,773
Net expenditure	(3,831)	(10,698)