



Trustees' Annual Report for the period

From 1st September 2019 Period start date To 31st August 2020
Period end date

Charity name: Telford Preschool

Charity registration number: 1154923

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<ul style="list-style-type: none">• To provide a safe, secure, stimulating and caring environment in which children can learn and develop a sense of achievement through play.• To promote an atmosphere where every child feels that they belong and has a contribution to make, developing their own self-esteem and independence which will help them to make a natural transition to fulltime schooling.• To ensure each child is supported in developing their potential at their own pace by means of developmentally - appropriate play activities and a high level of individual adult input.• To provide activities and experiences that are planned to meet their individual stages of development within the EYFS.• To always look at ways to improve and update the environment, layout, equipment and resources available within the Preschool
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	The programme of activities provided for the children, planned by the staff, is in accordance with and followed the Early Years Foundation Guidelines. Children choose which activities they would like to participate in each session. The staff plan activities on a theme alongside the free play. There is regular access to the garden, which includes a covered space, as well as regular forest school sessions. Planned activities include but are not limited to cooking and making seasonal crafts. The staff work with

		<p>the children to practice basic phonics work, letter recognition and numeracy – appropriate to their age.</p> <p>Preschool is open to all who apply and we operate a waiting list. We accept Nursery Education Funding Grants which means children from any background can attend and we have a diverse intake.</p> <p>In planning our activities and programmes for the children, we keep in mind the Charity Commissions guidance on public benefit at our trustee meetings.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
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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	<p>Providing pre-school education for approximately 50 children in a safe, secure, stimulating, and caring setting.</p> <p>Preschool achieved a 'good' Ofsted grading in October 2016 and continues to provide exciting learning opportunities to children through sessional care.</p> <p>The new management team took up the reigns in January 2018, and two other new members of staff joined at this point. The new management team have continued to develop Preschool offering families in the local community a good early year's provision. Staffing retention has remained stable during this period.</p> <p>We had a successful range of fundraising events including a Christmas raffle and Poinsettia sale.</p> <p>Preschool remained open through out Covid 19 pandemic, keeping children, staff and families safe.</p> <p>The trustees have continued and implemented a sustainable business model with forward planning. Ensured Preschool is following all Policies and Procedures and has high priority for Safeguarding procedures.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
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	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We have a reserves policy to maintain a reserve of £23,000.</p> <p>The reserves are unrestricted funds that are freely available to spend on any of the Trust's charitable purpose. They are held to service an unexpected need for funds, covering unforeseen day-to-day operational costs, a shortfall in income or to fulfil its obligations. Reserve levels are reported as part of the finance report at every Trustees meeting.</p> <p>We currently hold a larger sum than our reserves policy states but this is due to the uncertainty during the Covid-19 pandemic. Planned spending was put on hold as we were not aware of the financial impact that this would have and we wanted to ensure that we remained financially viable. Fortunately we did receive some support from the government and Local Authority so we didn't need to be so financially reserved.</p>
Amount of reserves held	Para 1.22	£57,853
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	none
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	<p>The majority of our income arises from Nursery Education Funding Grants and fees from the children attending the Preschool.</p> <p>The trustees, staff and parents, fundraised through the year to support the Preschool, putting on several events for the children and their families to attend.</p> <p>Wages are our greatest expense, as our staff are our greatest asset</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a

A description of the principal risks facing the charity	Para 1.46	<p>Covid 19 uncertainties placed stress and potential finance risk on Preschool when times were unknown.</p> <p>Limited fundraising events.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Model CIO Constitution for Childcare Providers 2013
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Charitable Incorporated Organisation)
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 appointed or re-appointed annually and the AGM is held in September.

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	<p>The preschool works to its policies and procedure documents which are updated annually.</p> <p>The original management team retired in December 2017. The Trustees recruited a new management team who started January 2018. The change was managed to maintain staff retention and alleviate parental concerns.</p> <p>The playschool was rebranded Telford Preschool in July 2019</p> <p>Safeguarding of the children attending is always the primary concern of Telford Preschool.</p> <p>The (volunteer) team of Trustees oversees the organisation of the Preschool and the line management of the manager. The manager oversees the day to day running of the Preschool and the line management of all other staff.</p>
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		
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Reference and Administrative details

Charity name	Telford Preschool
Other name the charity uses	none
Registered charity number	1154923
Charity's principal address	Telford Prescool Kelvin Road Leamington Spa Cv32 7TE

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	Katherine Watson	Chair		
2	Francine Stetina-Bhimani	Committee member		
3	Adele Carter	Secretary		
4	Kate D'Alessandro	Committee member		
5	Claire Harman-Sherwood	Committee member		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>K Watson</i>	<i>Kate D'Alessandro</i>
Full name(s)	Katherine Watson	KATHERINE D'ALESSANDRO
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	10.06.2021	

Telford PreSchool
Receipts and Payments summary
For the year 1st September 2019 to 31st August 2020

	£
Income	
Fees	16,817.00
NEF Grants	74,174.06
Fundraising and Donations	1,331.28
Coronavirus Job Retention Grant	1,168.42
Bank Interest	186.21
	<u>93,676.97</u>
Expenditure	
Wages	65,634.97
HMRC & Pensions	6,320.59
Equipment	2,994.46
Maintenance	3,431.31
Accounting, book keeping & payroll	2,066.25
Phone/Broadband	732.96
Rent	1,833.36
Training and DBS	828.16
Electricity	0.00
Fundraising Expenses	330.00
Insurance, ICO & Ofsted	680.61
	<u>84,852.67</u>
Excess income over expenditure	<u><u>8,824.30</u></u>
Cash funds last year end	49,029.19
Cash funds this year end	57,853.49
The cash funds at the year end comprise:	
Current account	12,150.97
Deposit account	45,702.52
Total cash funds	<u><u>57,853.49</u></u>

All the funds of the Charity are unrestricted funds.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Telford PreSchool

**On accounts for the year
ended**

31st August 2020

**Charity no
(if any)**

1154923

Set out on pages

3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Carolyn S Wilkinson

Date:

23/6/21

Name:

Carolyn S Wilkinson

**Relevant professional
qualification(s) or body
(if any):**

Member of the ICAEW

Address:

9 Hopton Crofts

CV32 6NT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No matters of concern were identified.

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