



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2020 **Period start date** **To** 31/08/2021 **Period end date**

Charity name: URCHFONT PRE-SCHOOL CIO

Charity registration number: 1157254

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN
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	PROMOTING CARE, SAFETY, EDUCATION, HEALTH & WELLBEING OF CHILDREN. PROMOTING PARENTAL INVOLVEMENT SUPPORTING THE CHILDREN THEIR FAMILIES AND CARERS.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	TRUSTEES HAVE HAD REGARD TO THE GUIDANCE ISSUED BY THE CHARITY COMMISSION ON PUBLIC BENEFIT AND IT IS ALWAYS ADHERED TO.

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	NO MONETARY CONTRIBUTIONS BUT TIME, HARD WORK AND GOOD WILL READILY AVAILABLE

Other		

Achievements and Performance

	SORP reference	
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	WE HAVE PROVIDED SAFE, CARING, SUPPORTIVE, AFFORDABLE LOCAL CHILDCARE FOR OUR VILLAGE AND THE WIDER COMMUNITY. AT THE BREAKFAST AND AFTER SCHOOL CLUB WE PARTICULARLY HELP LOCAL WORKING FAMILIES. THIS HAS BEEN ESPECIALLY IMPORTANT THIS YEAR AS WE HAVE CONTINUED TO PROVIDE CHILDCARE FOR KEY WORKERS DURING COVID 19 RESTRICTIONS.

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	UNABLE TO FUNDRAISE DUE TO COVID RESTRICTIONS
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	ACCOUNTS HAVE BEEN AUDITED AND REVIEWED BY AN OUTSIDE AGENT AND FOUND TO BE SATISFACTORY
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	THE CHARITY SETS ASIDE INCOME WHERE POSSIBLE AS A RESERVE AGAINST FUTURE EXPENDITURE IN ACCORDANCE WITH THE RESERVES POLICY.
Amount of reserves held	Para 1.22	£25,000 REDUNDANCY RESERVE & £25,000 SAVINGS FOR IMMEDIATE USE IF NEEDED
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	£8000 LOSS THIS YEAR BUT CURRENT A/C STILL IN CREDIT, RESERVES FOR REDUNDANCY IN PLACE AND £25,000 IN SAVINGS
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	THERE ARE NO CONCERNS ABOUT THE CONTINUATION OF THE CHARITY

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	FUNDRAISING, WHEN POSSIBLE, PROVIDES EXTRAS. THE MAIN SOURCE OF INCOME IS FROM GOVERNMENT CHILDCARE FUNDING AND INVOICING FOR CHILDCARE SESSIONS
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	NOT ENOUGH CHILDREN TO BRING IN A SUFFICIENT INCOME. THIS IS CURRENTLY AND FORESEEABLY NOT A CONCERN
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PRE-SCHOOL LEARNING ALLIANCE MODEL CIO CONSTITUTION FOR CHILDCARE PROVIDERS
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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 ON THE WHOLE FAMILIES ATTENDING THE SETTING. THEY VOLUNTEER AND ARE ACCEPTED AS PER THE RULES SET OUT IN THE CONSTITUTION

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	URCHFONT PRE-SCHOOL CIO
Other name the charity uses	
Registered charity number	1157254

Charity's principal address	CUCKOO CORNER URCHFONT DEVIZES WILTSHIRE SN10 4RA

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	JENNIFER JONES	CHAIRMAN	01-09-2021 to date	
2	HELEN MCKENZIE		01-09-2021 to date	
3	ALICE MAWSON		01-09-2021 to date	
4				
5				
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7				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
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
	N/A	

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

THE KEY PERSONNEL ARE THE PRE-SCHOOL STAFF WHO ARE EMPLOYED BY THE CIO TO CARE FOR THE CHILDREN AND MANAGE THE DAY-TO-DAY WORK. THE COMMITTEE AND TRUSTEES ARE RESPONSIBLE FOR THE MANAGEMENT OF THE SETTING AND ARE VOLUNTEERS ALREADY LISTED

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Sarah Harrison

Full name(s)

SARAH HARRISON

Position (eg
Secretary, Chair, etc)

TREASURER

Date

07/03/2022

Charity number: 1157254

URCHFONT PRE-SCHOOL CIO

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

**J S Weeks & Co
Accountants
Devizes**

URCHFONT PRE-SCHOOL CIO
FOR THE YEAR ENDED 30 AUGUST 2021

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URCHFONT PRE-SCHOOL CIO

Report of the Independent Examiner To The Officers and Committee of Urchfont Pre-School CIO

I report on the accounts of the Charity for the year ended 31 August 2021, which are set out on pages 4 to 6.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Mrs A M Cross FCCA
10 The Market Place
Devizes
Wiltshire
SN10 1HT

16 February 2022

URCHFONT PRE-SCHOOL CIO
RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

	2021	2021	2020	2020
	£	£	£	£
Income				
Funding				
Fees	34,163		25,507	
Local Authority Funding	42,232		37,835	
	-----	76,395	-----	63,342
Fundraising				
Fundraising		86		2,410
Donations				
Donations		2,000		-
Grants				
Grants		-		1,500
CJRS Support		1,619		-
Other				
Children's Uniforms		-		3
Interest				
Bank interest	2		11	
Savings interest	34		424	
	-----	36	-----	435
Total Receipts		80,136		67,690
Less:- Payments		88,608		71,319
Excess of Payments over Receipts		(8,472)		(3,629)
		=====		=====

URCHFONT PRE-SCHOOL CIO

RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

	2021	2021	2020	2020
	£	£	£	£
Total Payments for the year ended 31 August 2021				
Payments				
Activities	383		259	
Administration	934		1,005	
Advertising	179		-	
Building Maintenance	1,317		1,443	
Consumables	610		1,307	
Enrichment	-		153	
Food & Drink	1,486		1,309	
Cleaning	2,534		932	
Fundraising Costs	-		258	
Gifts	568		127	
Ground Rent	110		110	
HMRC – National Insurance	3,034		2,854	
HMRC – Tax	2,955		2,296	
Insurance	1,663		1,652	
Pension	4,225		4,167	
Refuse Collection	782		629	
Telephone & Internet	1,259		1,067	
Toys & Equipment	1,029		339	
Training Costs	386		1,116	
Uniforms – Staff	187		175	
Uniforms – Children	341		100	
Wages	63,546		47,303	
Grant Expenditure	-		1,053	
Petty Cash	80		50	
Utilities (Electricity & Water)	1,000		1,615	
	-----		-----	
Total		88,608		71,319
		=====		=====

Notes to the Accounts**Trustee Remuneration and Related Party Transactions**

None of the trustees received any remuneration or reimbursement of expenses during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

URCHFONT PRE-SCHOOL CIO

BALANCE SHEET

FOR THE YEAR ENDED 31 AUGUST 2021

	2021 £	2021 £	2020 £	2020 £
Santander Current				
Balance as at 1 September	7,966		16,969	
Net movement for the year	(3,507)		(9,003)	
	-----	4,459	-----	7,966
Santander Savings				
Balance as at 1 September	25,091		20,023	
Net movement for the year	(4,998)		5,068	
	-----	20,093	-----	25,091
CAF Savings				
Balance as at 1 September	25,699		25,343	
Net movement for the year	33		356	
	-----	25,732	-----	25,699
Petty Cash				
Balance as at 1 September	-		25	
Net movement for the year	-		(25)	
	-----	-	-----	-
Total Net Bank Accounts & Cash		50,284		58,756
		=====		=====
Represented by:				
General reserve fund				
Balance as at 1 September	32,729		36,358	
Less: Excess of payments over receipts	(8,472)		(3,629)	
	-----	24,257	-----	32,729
Restricted reserve fund (Note 1)				
Balance as at 1 September	26,027		25,699	
Net movement for the year	-		328	
	-----	26,027	-----	26,027
		50,284		58,756
		=====		=====



Urchfont Pre-School CIO AGM End of Year Report 2020/2021

It has continued as an unusual and challenging year for Pre-school responding to the impact on working arrangements, education and the economy following the COVID19 pandemic.

Attendance throughout the pandemic has remained steady, allowing us to remain viable and Di will share the September attendance numbers.

Sadly, Jenna who covered the Before and After School Club handed her notice in at the end of the summer term as the position no longer suited her family life. We all wish Jenna every success in her new role. With Jenna leaving, we have used the opportunity to review our staffing structure and are continuing to advertise for a deputy manager to bolster our team resilience. Staff welfare is of upmost priority and beyond half term we may have to bring our closing time forward to ensure our staff and key business do not suffer. The EYFS (Early Years Foundation Stage Statutory Framework) curriculum changed in September and staff training has taken place to adapt our processes.

Looking at our finances this has continued to be an unusual year which has meant that our usual fundraising events have had to be delayed. We have a Halloween themed event shortly to take place and hopefully the year ahead will allow the committee to restart more of these fundraising events which are vital to the continued success of our brilliant pre-school.

We received a charitable donation of £2000 towards preschool resources which has been invested in a range of new equipment for the children. We have also applied for equipment through a Local School Nature Grant and we await a response to advise if we have been successful.

At the end of the summer term we surveyed parents and have made some local changes in response to some of the ideas raised. Our primary fundraising objective is to develop the preschool building to allow for a private meeting room. The semi-permanent nature of the structure presents some financial restrictions and these plans have been delayed whilst we carefully balance our finances during the residual impact of COVID. It is hoped that we can revisit these plans over the next year to improve our facilities.

The Committee have evolved over the year and I would like to take this opportunity to welcome our three new members Jen Walker, Colin Walker and Anne Armstrong. Freya Webb left the committee during the past year and we could like to thank her for her support. Claire Hulse and Helen Boyd will also be leaving the committee at this point. They have been active committee members for a number of years and we all thank them for their efforts and commitment to their roles.

A big thankyou to Jenny Jones who has kindly volunteered to take over as Chair as I step down and take over the Secretary role from Helen Boyd. Sarah Harrison remains with us, doing an amazing job as treasurer. We thank her for her continued support.

Thankyou to all of the fantastic staff and committee members for their continued dedication which makes pre-school such a fantastic Early Years setting.

Alice Mawson

Outgoing Committee Chair 7th October 2021

2020/2021 Managers Report

September 2020 started with 16 children on the pre-school role and 25 attending breakfast and afterschool club, by July numbers had changed to 21 and 22 respectively.

Sarah left in November due to family reasons. Lockdown two happened but didn't have a huge impact on us, we revisited risk assessments, policies and procedures to ensure we remained Covid-19 compliant and weren't becoming complacent in following the guidance.

January saw Amy and Jenna join the team, with Jenna working afterschool club and Amy as a qualified member of the pre-school team. With full staff we were ready to reopen in January 2021, with pre-school on Fridays operating again, then lockdown three happened!! This time pre-school remained open for all children and breakfast and afterschool club for vulnerable children and children of keyworkers attending. After school club was running until 5pm. Staff were part-time furloughed.

Guidance was again issued and reissued and staff worked extremely hard to ensure we continued to operate as safely as possible. We are fortunate not to have had any positive cases in the academic year. Staff have engaged with the vaccination programme and twice weekly testing. On top of all the guidance relating to Coronavirus, a new Early Years Curriculum and Statutory Framework was published ready to come in to effect in September 2021.

We have made it through another strange and unprecedented year, who knows what the next one will hold??

The staff always deserve a massive thank you for all their dedication and commitment, this year has been another strange one and they have all again gone above and beyond to keep everything running smoothly and everyone safe, while keeping it as normal as possible for the children. Thanks to the committee especially Alice and Sarah for their continued

support over the last year, which has again been a huge learning curve for us all.