



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name Woodford Community Pre-School

Other names charity is known by

Registered charity number (if any) 11059106

Charity's principal address Greenway Avenue, Woodford,

Plympton

Plymouth

Postcode

PL7 4RR

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	Katie Smith	Chairperson		
2	Joanne Mallard			
3	Rebecca Haynes			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution for Incorporated Organisations. CIO - Foundation Registered 06 Nov 2014.
How the charity is constituted (eg. trust, association, company)	We are led by Management Trustees who adhere to the Constitution and our Policies and Procedures
Trustee selection methods (eg. appointed by, elected by)	New members are elected at the AGM but are also welcome to volunteer to join our Trustees at any time throughout the year.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• policies and procedures adopted for the induction and training of trustees;• the charity's organisational structure and any wider network with which the charity works;• relationship with any related parties;• trustees' consideration of major risks and the system and procedures to manage them.	<p>Before the AGM, anyone who expresses an interest in joining the Trustees are free to ask any questions to staff or existing Trustee Members. The Chairperson and Staff will explain in depth about their roles and responsibilities should they wish to become involved. We have access to Committee/Trustee training through our Early Years Department for Trustee's to attend. This is provided at no cost to them. We have insurance to protect the Trustees against Financial Risk. We have a named Child Protection Officer and all staff have completed Child Protection training and attend regular updates. We have strict policies and procedures regarding Early Years and receive weekly updates on new legislation and have regular meetings with our Early Years Advisory Teacher. Our Trustees volunteer their time and receive no remuneration or benefits</p>
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Woodford Community Pre-School aims to enhance the development and education of children under statutory school age and encourage parents to understand and provide for the needs of their children with support from ourselves and other agencies

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We offer appropriate play, education and care facilities and ensure the group offers opportunities for all children, whatever their race, culture, religion, means or ability. The staff attend regular training to update their skills and knowledge and we regularly review our policies to ensure they are up to date with current legislation. We meet with parents regularly to inform them of their child's progress and encourage parent participation. The Trustees work closely with staff in order to continually develop and enhance the pre-school. We have close links with the local primary school and liaise with them at the end of every school year to ensure a smooth transition for children leaving pre-school in the summer term.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our Trustees are very pro-active in our setting and contribute immensely to the Management duties. They meet regularly as a committee and also with staff to ensure effective communication. They give up a lot of their time to help with fun days and fundraising activities.

Summary of the main achievements of the charity during the year

Due to the pandemic, this year has been really different financially to other years. We had to close for a term in March 2020 following Government advice and re opened two days a week in June 2020 until the end of summer term in July. We were unable to open fully until September 2020. We were unable to hold our usual fundraising days due to social distancing and so this has been a very unusual year. We have been very lucky that we managed to stay sustainable as we are aware of many childcare settings having to close due to finances during the pandemic. Staff undertook various training to keep their skills and knowledge up to date whilst their hours were reduced during the summer term. We have very supportive trustees and the staff have once again worked really hard to make our Pre-School a happy experience for children.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have built our contingency money over the last few years so that should we have to make redundancies, we have enough money to make this payment. At the end of the financial year, any surplus funds are used to help with our Autumn term when our numbers are usually lower. This helps towards our rent and classroom consumables. This was very much needed this year as parents were unsure about sending their children to pre-school during the pandemic.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principle source of income is generated from the Early Years Funding which all children receive from the term after their 3rd Birthday. We also have children who receive Me2 Funding for 2 year old children who meet the criteria. This is also funded through the Early Years team. We invoice fee's for extra session and also for children who do not receive funding. During the year we fundraise to purchase new equipment and resources for the children. Our largest area of expenditure is staff wages, however due to adult-child ratio's this not something that we can change. Rent is also high but there are no other available buildings in the local area that we could use. Our rental agreement is reviewed annually and when the Church decide to make an increase we do not have much control over this. We do however have a good relationship with the Church members and they do take into consideration our high costs when considering increasing our rent.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Katie Smith	Joanne Mallard
Full name(s)	Katie Smith	Joanne Mallard
Position (eg Secretary, Chair, etc)	Chairperson	Secretary
Date	21 st May 2021	

Woodford Community Pre-school

Receipts and Payment Account -Monthly Summary 2019-2020

		September	October	November	December	January	February	March	April	May	June	July	August	Total for Year
		£	£	£	£	£	£	£	£	£	£	£	£	
Payments														
	Bank charges	-£ 6.50												-£ 6.50
	Charity Donation													£ -
	Classroom Consumables	£ 11.96	£ 400.10	£ 8.98	£ 9.97		£ 233.63	£ 128.25		£ 136.70			£ 76.00	£ 1,005.59
	Clinical Waste Charges	£ 34.28		£ 17.14			£ 45.18	£ 12.64			£ 12.64	£ 39.94		£ 161.82
	Committee Expenses													£ -
	Employers NI		£ 650.23				£ 22.97		£ 195.81	£ 420.69	£ 513.58	£ 27.35		£ 1,830.63
	Fundraising Activities			£ 56.99										£ 56.99
	General Equipment	£ 185.41	£ 114.97	£ 105.83	£ 64.00	£ 337.03	£ 286.12	£ 190.63			£ 182.66	£ 199.46	£ 124.96	£ 1,791.07
	General insurance													£ -
	Gifts	£ 10.85		£ 48.95				£ 49.35		£ 25.00				£ 134.15
	Groceries	£ 120.91	£ 57.40	£ 82.96	£ 120.93	£ 113.26	£ 78.31	£ 107.58			£ 37.30			£ 718.65
	Health and Safety													£ -
	Insurance													£ -
	Marketing Material													£ -
	Milk	£ 137.28	£ 102.96	£ 171.60	£ 68.64	£ 124.80	£ 131.04	£ 102.96			£ 12.48		£ 43.68	£ 895.44
	Repairs/Renewals													£ -
	PCC Bin Collection	£ 151.68				£ 151.68		£ 151.68			£ 151.68			£ 606.72
	Pension	£ 445.41	£ 250.73	£ 291.87	£ 233.78	£ 391.94	£ 308.33	£ 190.96	£ 383.76	£ 239.42	£ 231.24	£ 317.24	£ 327.24	£ 3,611.92
	Postage/Stamps			£ 12.20					£ 16.92					£ 29.12
	Pre-School Entertainer	£ 100.00												£ 100.00
	Pre-School Trip													£ -
	Printing/lnk/Photocopying		£ 15.98	£ 7.99	£ 44.49	£ 23.57		£ 7.99	£ 7.99	£ 15.98		£ 15.98	£ 80.50	£ 220.47
	Professional Fees	£ 151.20					£ 26.00				£ 239.99	£ 163.00		£ 580.19
	Rent			£ 2,270.88	£ 1,254.96	£ 836.64	£ 1,195.20	£ 823.06	£ 881.85	£ 400.00	£ 400.00	£ 800.00		£ 8,862.59
	Sage	£ 19.20	£ 19.20	£ 19.20	£ 19.20	£ 19.20	£ 19.20	£ 20.40	£ 20.40	£ 20.40	£ 20.40	£ 20.40	£ 20.40	£ 237.60
	Staff Training					£ 50.00		£ 182.99						£ 232.99
	Stationary													£ -
	Transfer Funding			£ 397.44								£ 1,480.05		£ 1,877.49
	Telephone	£ 48.48	£ 48.48	£ 48.48	£ 49.08	£ 48.48		£ 96.96	£ 51.72	£ 51.72	£ 51.72	£ 51.72		£ 546.84
	Uniform Staff/Childrens	£ 71.58	£ 67.90			£ 30.24				£ 77.86				£ 247.58
	Wages & Salaries	£ 6,578.92	£ 8,700.62	£ 8,162.08	£ 10,321.30	£ 6,380.47	£ 7,190.74	£ 8,715.92	£ 8,987.39	£ 8,690.68	£ 7,126.96	£ 11,089.90	£ 4,932.94	£ 96,877.92
Total Payments		£ 8,060.66	£ 10,428.57	£ 11,702.59	£ 12,186.35	£ 8,507.31	£ 9,536.72	£ 10,781.37	£ 10,545.84	£ 10,078.45	£ 8,980.65	£ 14,205.04	£ 5,605.72	£ 120,619.27
Net Receipts/(Payments) for the year		£ 67,712.23	£ 59,450.56	£ 66,504.82	£ 87,309.20	£ 80,577.39	£ 72,346.12	£ 69,342.57	£ 104,894.01	£ 94,957.46	£ 95,897.33	£ 81,884.42	£ 76,300.54	
Opening Balance		£ 47,762.83												
Income for Year		£ 149,156.98												
Expenditure for year		£ 120,619.27												
Balance carried forward		£ 300.54												

Batch PDF Merger

Woodford Community Pre-school															
Receipts and Payment Account -Monthly Summary 2019-2020															
			September	October	November	December	January	February	March	April	May	June	July	August	Carried Forwar
			£	£	£	£	£	£	£	£	£	£	£	£	
	Opening Balance														
	Cash on Hand		£ 512.66	£ 432.75	£ 421.75	£ 475.40	£ 464.41	£ 865.91	£ 845.56	£ 826.83	£ 826.83	£ 326.83	£ 326.83	£ 326.83	£ 326.83
	Santander Bank Account		£ 47,282.67	£ 67,279.48	£ 59,028.81	£ 66,029.42	£ 86,844.79	£ 79,711.48	£ 71,500.56	£ 68,515.74	£ 104,067.18	£ 94,630.63	£ 95,570.50	£ 81,557.59	£ 75,973.71
	Bank Account one		-£ 32.50	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	Bank Account two		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Receipts			£ 47,762.83	£ 67,712.23	£ 59,450.56	£ 66,504.82	£ 87,309.20	£ 80,577.39	£ 72,346.12	£ 69,342.57	£ 104,894.01	£ 94,957.46	£ 95,897.33	£ 81,884.42	£ 76,300.54
	<i>Voluntary Income</i>														£ -
	Income Fees		£ 1,847.70	£ 2,166.90	£ 1,768.80	£ 1,116.80	£ 1,366.00	£ 1,218.00	£ 1,869.60	£ 904.00		£ 52.80	£ 52.80		£ 12,363.40
	Early years Funding		£ 26,162.36		£ 16,454.48	£ 31,781.72		£ 87.45	£ 5,865.45	£ 44,632.20		£ 9,861.48	£ 133.09		£ 134,978.23
	Support Grants														£ -
	Fundraising Activities				£ 56.99		£ 409.50								£ 466.49
	Committee Donations														£ -
	Other				£ 476.58	92.21			42.77	£ 561.08	£ 141.90	£ 6.24	£ 6.24	£ 21.84	£ 1,348.86
			£ 28,010.06	£ 2,166.90	£ 18,756.85	£ 32,990.73	£ 1,775.50	£ 1,305.45	£ 7,777.82	£ 46,097.28	£ 141.90	£ 9,920.52	£ 192.13	£ 21.84	£ 149,156.98
	<i>Investment income</i>														
	Bank Interest receivable		£ -												
			£ 28,010.06	£ 2,166.90	£ 18,756.85	£ 32,990.73	£ 1,775.50	£ 1,305.45	£ 7,777.82	£ 46,097.28	£ 141.90	£ 9,920.52	£ 192.13	£ 21.84	£ 149,156.98
Total Receipts			£ 75,772.89	£ 69,879.13	£ 78,207.41	£ 99,495.55	£ 89,084.70	£ 81,882.84	£ 80,123.94	£ 115,439.85	£ 105,035.91	£ 104,877.98	£ 96,089.46	£ 81,906.26	£ 149,156.98

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