



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	September	2020		31 <sup>st</sup>	August	2021

## Section A Reference and administration details

**Charity name** Woodford Community Pre-School

**Other names charity is known by**

**Registered charity number (if any)** 1159106

**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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20				

### 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 <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<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. We have very experienced SENCO's who work closely with parents and outside agencies to give a high level of support to children with additional needs. We have developed really good working relationships with these agencies over the years.

**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**

In February 2021, we were advised by the Church from whom we have rented the premises from since 1963, that we would have to move to alternative premises whilst they redeveloped the building. This came as quite a shock to us as we had been part of the community for nearly 60 years. It wasn't easy to find new premises as the area which we are based in is heavily residential. Property prices are really high so it wouldn't have been affordable to buy a house to convert. All of the community buildings were already being rented to other groups and so we faced closure. We then found an industrial unit which was available to rent and whilst it was higher rent than we were used to, it meant we could save the pre-school. On the day that we were due to pick the keys up, our solicitors decided we shouldn't proceed due to a restrictive covenant on the building. Whilst all of the landlords had given written permission to say they were happy with us moving in, our solicitors could not find us indemnity insurance and so the lease fell through. Our agent put us in touch with a developer who had just purchased some buildings. After much persuasion, she agreed to let us rent a large building from her and so we were able to move in and keep the pre-school from closure. Parents became involved with fundraising with us in order for us to purchase furniture for our new premises. Whilst it was a very stressful time with staff facing redundancy we are so pleased that we remain open. All of our parents were happy with the location and with how we were able to offer extra hours of childcare due to sole occupancy of the building.

## 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	26 <sup>th</sup> May 2022	

# Woodford Community Pre-school

## Receipts and Payment Account -Mor

	September £	October £
Opening Balance		
Cash on Hand	£ 326.83	£ 326.83
Santander Bank Account	£ 75,973.71	£ 102,154.78
<b>Receipts</b>	<b>£ 76,300.54</b>	<b>£ 102,481.61</b>
<i>Voluntary Income</i>		
Income Fees	£ 1,407.30	£ 2,037.60
Early years Funding	£ 34,084.16	
Support Grants		
Fundraising Activities		
Committee Donations		
Other		
	£ 35,491.46	£ 2,037.60
<i>Investment income</i>		
Bank Interest receivable	£ -	
	£ 35,491.46	£ 2,037.60
<b>Total Receipts</b>	<b>£ 111,792.00</b>	<b>£ 104,519.21</b>

# Woodford Community Pre-school

## Receipts and Payment Account -Mor

	September £	October £
<b>Payments</b>		
Bank charges		
Charity Donation		
Classroom Consumables	£ 53.34	£ 71.14
Clinical Waste Charges	£ 10.92	£ 9.30
Committee Expenses		
Employers NI		£ 977.71
Fundraising Activities		
General Equipment	£ 183.83	£ 76.90
General insurance		
Gifts		
Groceries	£ 87.18	£ 77.53
Health and Safety		
Insurance		£ 782.45
Marketing Material		£ 43.99
Milk	£ 137.28	£ 131.04
Repairs/Renewals		
PCC Bin Collection	£ 151.68	
Pension	£ 235.65	£ 197.33

Postage/Stamps			
Pre-School Entertainer			
Pre-School Trip			
Printing/Ink/Photocopying	£	71.00	£ 15.98
Professional Fees	£	188.60	
Rent			£ 2,175.23
Sage	£	20.40	£ 20.40
Staff Training			
Stationary			
Transfer Funding			
Telephone	£	103.44	£ 52.02
Uniform Staff/Childrens			£ 214.15
Wages & Salaries	£	8,067.07	£ 7,961.99
<b>Total Payments</b>	£	9,310.39	£ 12,807.16
<b>Net Receipts/(Payments) for the year</b>	£	102,481.61	£ 91,712.05

<b>Opening Balance</b>	£ 76,300.54
Income for Year	£ 144,647.22
Expenditure for Year	£ 133,094.00

<b>Balance at Year End</b>	<b><u>£ 87,853.76</u></b>
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# Monthly Summary 2020-2021

November £	December £	January £	February £	March £
£ 297.22	£ 297.22	£ 297.22	£ 297.22	£ 267.22
£ 91,414.83	£ 92,368.59	£ 108,828.56	£ 101,828.00	£ 96,707.11
£ 91,712.05	£ 92,665.81	£ 109,125.78	£ 102,125.22	£ 96,974.33
£ 2,395.08	£ 1,781.40	£ 2,501.20	£ 2,112.40	£ 2,096.20
£ 6,351.52	£ 27,260.41			-£ 3,362.62
				£ 4,557.88
	6.24			476.06
£ 8,746.60	£ 29,048.05	£ 2,501.20	£ 2,112.40	£ 3,767.52
£ 8,746.60	£ 29,048.05	£ 2,501.20	£ 2,112.40	£ 3,767.52
£ 100,458.65	£ 121,713.86	£ 111,626.98	£ 104,237.62	£ 100,741.85

# Monthly Summary 2020-2021

November £	December £	January £	February £	March £
£ 233.94	£ 94.54	£ 83.07		£ 36.79
	£ 6.56	£ 20.82	£ 13.14	
£ 395.15	£ 525.30	£ 338.48	£ 549.75	£ 390.86
£ 107.95	£ 18.99	£ 28.96	£ 59.97	£ 469.54
				£ 50.00
£ 89.25	£ 308.80	£ 119.96	£ 112.98	£ 130.38
		£ 36.96		
£ 137.28	£ 68.64	£ 159.12	£ 102.96	£ 131.04
	£ 151.68			
£ 371.92	£ 213.83	£ 361.50	£ 212.31	£ 222.69

	£	7.99	£	19.98		£	9.99
				£	26.00	£	40.00
	£	1,234.59	£	1,940.07		£	881.85
£	20.40	£	20.40	£	20.40	£	20.40
			£	26.93			
£	51.72	£	79.96	£	25.38	£	25.38
				£	474.47	£	34.70
£	6,385.23	£	9,856.80	£	6,320.13	£	5,665.93
£	7,792.84	£	12,588.08	£	9,501.76	£	7,263.29
£	92,665.81	£	109,125.78	£	102,125.22	£	96,974.33
						£	87,495.01

April £	May £	June £	July £	August £
£ 267.22	£ 267.22	£ 267.22	£ 267.22	£ 267.22
£ 87,227.79	£ 107,968.70	£ 98,959.68	£ 86,677.64	£ 95,871.89
£ 87,495.01	£ 108,235.92	£ 99,226.90	£ 86,944.86	£ 96,139.11
£ 3,565.74	£ 2,439.80	£ 3,564.08	£ 3,639.53	£ 1,067.50
£ 27,143.72	-£ 396.00		£ 10,409.71	
			£ 1,350.00	
		£ 2,204.21		
			£ 5,427.86	£ 526.24
£ 30,709.46	£ 2,043.80	£ 5,768.29	£ 20,827.10	£ 1,593.74
£ 30,709.46	£ 2,043.80	£ 5,768.29	£ 20,827.10	£ 1,593.74
£ 118,204.47	£ 110,279.72	£ 104,995.19	£ 107,771.96	£ 97,732.85

April £	May £	June £	July £	August £
£ 38.86	£ 32.33		£ 113.64	
£ 29.40	£ 10.19	£ 20.82		£ 44.31
£ 651.79	£ 502.26	£ 608.48	£ 611.79	£ 571.26
	£ 25.50	£ 200.54	£ 124.21	£ 528.03
£ 58.50	£ 100.48	£ 125.29	£ 137.61	
	£ 76.91			
£ 90.48	£ 102.96	£ 124.80	£ 46.80	
£ 49.72		£ 157.92		
£ 316.56	£ 346.99	£ 6,117.88		£ 314.73

£ 3.96 £ 18.12

£ 19.98	£ 9.99	£ 9.99	£ 136.80	£ 54.48
	£ 150.00	£ 129.99	£ 163.00	£ 978.00
£ 1,352.17	£ 705.48	£ 1,117.01	£ 1,763.70	
£ 20.40	£ 20.40	£ 20.40	£ 20.40	£ 20.40
£ 525.00				
	£ 41.96			£ 26.98
£ 30.12	£ 30.12	£ 30.12	£ 30.12	£ 30.12
£ 6,785.57	£ 8,897.25	£ 9,383.13	£ 8,466.66	£ 7,310.78
£ 9,968.55	£ 11,052.82	£ 18,050.33	£ 11,632.85	£ 9,879.09
£ 108,235.92	£ 99,226.90	£ 86,944.86	£ 96,139.11	£ 87,853.76

Carried Forward

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£	-
£	-
£	28,607.83
£	101,490.90
£	5,907.88
£	2,204.21
£	-
£	6,436.40
£	144,647.22
£	144,647.22
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£	144,647.22
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£	144,647.22
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Total for Year

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£	-
£	-
£	757.65
£	165.46
£	-
£	6,122.83
£	-
£	1,824.42
£	-
£	50.00
£	1,347.96
£	36.96
£	782.45
£	120.90
£	1,232.40
£	-
£	511.00
£	8,911.39

£	22.08
£	-
£	-
£	356.18
£	1,675.59
£	11,170.10
£	244.80
£	525.00
£	95.87
£	-
£	523.20
£	688.62
£	95,929.14
£	<u>133,094.00</u>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Woodford Community Pre-School

On accounts for the year  
ended

31<sup>st</sup> August 2021

Charity no  
(if any)

1159106

Set out on pages

(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 / 2021.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

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

Signed:

Date:

13<sup>th</sup> May 2022

Name:

Matthew Bromley

Relevant professional  
qualification(s) or body

Member of the Royal Institution of Chartered Surveyors (RICS)

(if any):

Address: 

129 Larkham Lane, Plympton, Plymouth, Devon, PL7 4PR.

<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight material 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 areas of concern noted.