

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST AUGUST 2021
FOR
AVON SMALL SAINTS PRE-SCHOOL**

AVON SMALL SAINTS PRE-SCHOOL

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for year ended 31st August 2021**

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AVON SMALL SAINTS PRE-SCHOOL

**CHARITY INFORMATION
for year ended 31st August 2021**

TRUSTEES:

Belinda Watt
Michelle Gorman
Tyree Pulman

CHARITY OFFICES:

c/o All Saints C of E Primary School
High Street
Netheravon
Wiltshire
SP4 9PJ

CHARITY NUMBER:

1160180

INDEPENDENT EXAMINER:

EP Services Ltd
Unit 2D Castledown Enterprise Centre
Ludgershall
Hampshire
SP11 9FA

AVON SMALL SAINTS PRE-SCHOOL

REPORT OF THE TRUSTEES for year ended 31st August 2021

INTRODUCTION

CHAIRMAN'S REPORT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution, Objects and Policies

This organisation is a Charitable Incorporated Organisation (CIO) governed by a constitution. The Board of Trustees is made up of parents of children attending the setting.

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the cio; and
- (6) furthering the aims of the pre-school learning alliance.

Trustee Induction and Training

New trustees are provided with: the NCVO Good Trustee Guide, the Charity's Charter, Minutes of the last Trustees meeting, latest accounts, risk assessments, forecast of finances throughout the year and the business plan. The Chairman of Trustees and the manager of the setting both invite the new Trustee to meet them for an induction.

Risk Management

The Management Committee has conducted a review of the major risks to which the charity is exposed. The major risks to the charity are risk of loss of facilities, income changes due to fluctuation in numbers on role and inflationary effects on expenditure. The setting must keep in line with wage increases such as the National minimum wage and National living wage.

ACHIEVEMENTS AND PERFORMANCE

During the period we had a revamp of the children's toilets. The old toilets and flooring were removed with completely new toilets and flooring installed in its place; this was funded out of reserves. We also invested in a new laptop for the setting and new servers installed to our computers to ensure they are up to date, compliant and secure.

We believe our biggest asset is our staff therefore staff training and development is essential every year. We continue to invest in improving staff knowledge by organising training courses both online and attended courses. We have enrolled our staff onto the DBS renewal scheme to ensure this is kept up to date.

Public benefit

The trustees have given due regard to the Charity Commission's guidance on reporting public benefit when planning the charity's activities, in accordance with sections G2 and G3 of the Charity Commission's General Guidance on Public Benefit (January 2008).

Our charitable activity is the provision of childcare for children aged 2-5 years and we follow EYFS guidance.

FINANCIAL REVIEW

The pre-school is run on a non-profit-making self-financing basis.

72% of the nursery income comes from Wiltshire County Council for the provision of free entitlement and inclusion funding. The remainder of our income is from parents/carers to cover fees, school trips and uniform.

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REPORT OF THE TRUSTEES for year ended 31st August 2021

As the nursery benefits from relatively low overheads, the day-to-day largest expense to the nursery is staff payroll costs. However, during the financial year, the setting has needed to invest in significant costs for the refurbishment of the Toilet. The total cost of repairs during the year was £9,452. £8,958 of this amount was from the refurbishment of the toilet.

The Charity bank account was maintained by the nursery manager, overseen by the Trustees and the Charity Accountants (EP Tax).

At the end of the year the charity bank balance was £24,155. They had a balance of Petty cash of £50. The charity had a Revolut Card with a balance at the end of the year of £395 this card is in one of the committee members names, we have been unable to verify this balance at the year-end.

Reserves Policy

The charity reserves policy is to hold in reserves three months operating costs. These reserves are required in case of redundancy, a location move or other unforeseen circumstances.

Responsibilities of the Trustees

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year.

In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE TRUSTEES:



TRUSTEE



TRUSTEE

Dated:.....20/08/2022.....

AVON SMALL SAINTS PRE-SCHOOL

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF AVON SMALL SAINTS PRE-SCHOOL

I have examined the financial statements of **AVON SMALL SAINTS PRE-SCHOOL** for the year ended 31 August 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Anna Sharlott
EP Services Ltd
Unit 2D Castledown Enterprise Centre
Ludgershall
Hampshire
SP11 9FA

Dated: 22/08/2022

AVON SMALL SAINTS PRE-SCHOOL

**STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 August 2021**

	Notes	2021			2020
		£	£	£	£
INCOME AND EXPENDITURE		Unrestricted	Restricted	Total	Total
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income					
Grants and donations		9,019	-	9,019	10,079
Activities for generating funds					
Fundraising		2,024	-	2,024	948
Incoming resources from charitable					
Activities:					
Attendance fees	2	92,822	-	92,822	71,771
Sundry income		117	-	117	88
Other incoming resources		<u>2</u>	<u>-</u>	<u>2</u>	<u>7</u>
Total incoming resources		<u>103,984</u>	<u>-</u>	<u>103,984</u>	<u>82,893</u>
RESOURCES EXPENDED					
Charitable activities					
Operating costs	3	109,132	-	109,132	95,503
Governance costs	4	<u>300</u>	<u>-</u>	<u>300</u>	<u>250</u>
Total resources expended		<u>109,432</u>	<u>-</u>	<u>109,432</u>	<u>95,752</u>
NET INCOMING/ (OUTGOING) RESOURCES		(5,448)		(5,448)	(12,860)
Total funds brought forward at 1 Sep 20		<u>31,772</u>	<u>-</u>	<u>31,772</u>	<u>44,632</u>
TOTAL FUNDS CARRIED FORWARD					
AT 31 August 21		<u>26,324</u>	<u>-</u>	<u>26,324</u>	<u>31,772</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The notes form part of these financial statements

AVON SMALL SAINTS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 August 2021

BALANCE SHEET
31 August 2021

		2021		2020	
	Notes	£	£	£	£
FIXED ASSETS:					
Equipment	6		2,186		1,573
CURRENT ASSETS:					
Debtors	7	408		477	
Cash at bank and in hand		<u>24,602</u>		<u>30,506</u>	
		25,010			30,983
CREDITORS: Amounts falling due within one year	8	<u>(872)</u>		<u>(784)</u>	
NET CURRENT ASSETS:			<u>24,138</u>		<u>30,199</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>26,324</u>		<u>31,772</u>
FUNDS:					
Unrestricted funds: general reserve			<u>26,324</u>		<u>31,772</u>
			<u>26,324</u>		<u>31,772</u>

ON BEHALF OF THE TRUSTEES:



TRUSTEE



-TRUSTEE

Dated:....20/08/2022

The notes form part of these financial statements

AVON SMALL SAINTS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the Charities Act 2011 on the historical cost convention, except investment assets that are carried at market value. The financial statements are prepared in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting and Reporting by Charities: Charities SORP 2016 FRS102.

The charity has taken advantage of the exemption in Financial Reporting Standard 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods or when the donor has imposed conditions which must be met before the charity has unconditional entitlement. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognized as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Tangible fixed assets

Expenditure on fixed assets is capitalised except for expenditure incurred on the replacement of assets of low value with a short life. Repair, renovation and replacement expenditure is written off as expenditure in the statement of financial activities. The cost of fixed assets is their purchase cost, together with any incidental costs of acquisition. Expenditure incurred on play equipment is treated as a revenue expense as although some of the equipment may be of a higher value it has a short life due to the extensive use that it receives from the children.

Income and funds policy

Voluntary income and donations are accounted for as received by the charity.

Value added tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Governance costs

Governance costs include all expenditure which is not directly related to the charitable activity. This includes accountancy fees and trustees meeting expenses.

AVON SMALL SAINTS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2021

ACCOUNTING POLICIES continued

Intangible income

The Preschool occupies premises within the school ground at a reduced rate of rent. The Trustees consider that the financial saving cannot be quantified with reasonable accuracy and therefore no adjustment has been made in the SOFA.

2. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	2021 £	2020 £
Attendance fees	17,761	-	17,761	13,902
Wiltshire County Council	75,061	-	75,061	57,869
	<u>92,822</u>	-	<u>92,822</u>	<u>71,771</u>

3. ANALYSIS OF TOTAL RESOURCES EXPENDED

	2021 Cost £	2020 Cost £
Staff Wages (note 5)	81,574	65,674
Snack	745	367
Stationary, Printing & Postage	830	297
Resources & Small Equipment	1,339	645
Website & Computers	484	329
Eylog	994	994
Telephone & Broadband	747	1,566
Staff Training, Welfare & DBS & Travel	968	648
Rent & Rates	373	680
Electric	2,217	1,597
Water	1,409	544
External Activities	428	134
Fundraising	380	181
Insurance	1,839	1,721
Waste Collection	1,711	767
Ofsted Registration	35	35
Advertising	160	-
Repairs & Maintenance	9,452	16,365
Subscriptions	35	-
Accountancy & Payroll administration	308	388
Cleaning & personal hygiene	844	489
Sundry/Miscellaneous	197	578
Depreciation	1,936	1,412
Bank Charges	127	92
	<u>109,132</u>	<u>95,503</u>

AVON SMALL SAINTS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2021

4. GOVERNANCE COSTS

This is stated after charging:

	2021	2020
	£	£
Accountancy Fees	300	250

5. STAFF COSTS

No remuneration or reimbursed expenses were paid to trustees, or persons closely connected with them, in the period. No employee received a salary in excess of £60,000 in the current or previous years. The Pension creditors figure (See Note 8) includes an amount of £11.11 which relates to a pension underpayment to J Harper in November 2020 – EPTax will create an exemption schedule adjustment in July 2022 payroll to amend this.

6. FIXED ASSETS

	Fixtures and Fittings
<u>Cost/Value</u>	
At 1st September 2020	5,647
Additions	2,550
Disposals	-
At 31st August 2021	8,197
<u>Depreciation</u>	
At 1st September 2020	4,074
Charge for year	1,937
Disposals	-
At 31st August 2021	6,011
<u>Net Book Value</u>	
At 31st August 2020	1,573
At 31st August 2021	2,186

Depreciation is charged in the accounts at 25% on cost.

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors: Prepayments	408	477

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
PAYE and national insurance	(271)	-
Pension Contributions	209	132
Net wages	104	-
Other creditors	(332)	-
Accruals	1,162	652
	872	784