

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2020

MOOR LANE CHURCH PRE-SCHOOL

(Charitable Incorporated Organisation)

CHARITY REGISTRATION NUMBER 1161677

Independent Examiners Ltd
Unit 2
The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
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FOR THE YEAR ENDED 31ST AUGUST 2020

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MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1161677
START OF FINANCIAL YEAR	1st September 2019
END OF FINANCIAL YEAR	31st August 2020
AS AT 31 AUGUST 2020	Heather Douglas Joy Hoggart Claire Playell Christine Jee Nicola Cast Joanna Zelechowska (Resigned 21st July 2020)

The existing trustees appoint any new trustees following the provisions laid out in the organisation's governing instrument.

LEGAL STATUS	CHARITABLE INCORPORATED ORGANISATION
GOVERNING INSTRUMENT	CIO - Foundation Registered 15 May 2015
REGISTRATION DATE	15th May 2015 : CIO registration

OBJECTS

The objects of the CIO is the advancement of education and the development of children below compulsory school age by following the early years foundation stage framework through the provision of a broad and balanced programme of activities in a high quality, stimulating environment to enable the children to learn through their play and to fulfil their potential.

CORRESPONDENCE ADDRESS	226 Moor Lane Upminster Essex RM14 1HN
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PRIMARY BANKERS	Lloyds Bank Plc. Market Place Romford RM1 3AA
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INDEPENDENT EXAMINER	Mrs Donna Leppitt Independent Examiners Ltd Unit 2 The Broadridge Business Centre Delling Lane Bosham PO18 8NF
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MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

Report to the trustees/ members of Moor Lane Church Pre-School on the accounts for the year ended 31st August 2020.

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.

Mrs Donna Leppitt
Independent Examiners Ltd
Unit 2
The Broadridge Business Centre
Delling Lane
Bosham
PO18 8NF

Donna Leppitt

Date: 11th June 2021

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2020

The Trustees present their report and accounts for the year ended 31 August 2020. The accounts have been prepared in accordance with general directions given by the Charity Commission and comply with the charity's Constitution, applicable law and the requirements of FRS 102 effective 1 January 2015 and the Charities SORP (FRS 102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is governed according to its Constitution and is a Charitable Incorporated Organisation having been entered on the register of Charities on 15th May 2015. The following Trustees, who are also the directors for the purpose of company law, have served throughout the accounting period, except where indicated:

Heather Douglas (Chair)
Joy Hoggart (Treasurer)
Nicola Cast
Christine Jee
Joanna Zelechowska (resigned 21st July 2020)
Claire Playell (appointed 16th October 2018)

Moor Lane Church Preschool is committed to enabling and supporting its Trustees to fulfil the 12 essential board responsibilities as identified by National Council for Voluntary Organisations (NCVO):

- Set and maintain the organisation's mission, vision and values
- Engage in strategic planning
- Establish and monitor policies
- Ensure compliance with the Governing Document
- Ensure adequate financial resources
- Provide effective fiscal oversight & ensure sound risk management
- Promote the organisation and enhance its public image
- Carefully select & induct new board members
- Maintain effective Board Performance
- Select and support the Manager & review her performance
- Act as a responsible employer
- Understand & respect the relationship between board & staff

Trustees will attend training courses as part of their commitment and responsibility to their role.

Organisational structure

The general governance of the charity is the responsibility of the Trustees, however the day to day operation is delegated to Anita Brett, the Manager. Anita takes any matters of variation to Trustees' meetings for decision making.

Risk management

Control procedures are in place to cover all areas of risk, i.e. Strategic, Operational, Financial, Regulatory, Human Resource and Reputational. The comprehensive Risk Management Schedule is continuously reviewed and updated to support Trustees in the monitoring process of these areas.

OBJECTS

The objects of the CIO is the advancement of education and the development of children below compulsory school age by following the Early Years Foundation Stage framework through the provision of a broad and balanced programme of activities in a high quality, stimulating environment to enable the children to learn through their play and to fulfil their potential.

**MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)**

**TRUSTEES' REPORT (Continued)
FOR THE YEAR ENDED 31ST AUGUST 2020**

ACHIEVEMENTS AND PERFORMANCE

During the year ended 31st August 2020, Moor Lane Church Pre-School has been significantly affected by the COVID-19 pandemic which has required the Pre-School to close between 23rd March 2020 and Tuesday 9th June 2020. The Pre-School has provided 7 sessions per week for 25 weeks of the year up to the point of closure. The Pre-School partially re-opened on 9th June 2020 for 3 morning sessions per week due to a lower number of children attending.

During the period of closure and partial opening, staff were put onto the Government furlough scheme as required to ensure the retention of staff and the appropriate number to staff the Pre-School when it partially opened. When operating, the Pre-School has fully utilised the building and resources available to them so that the children have access to both indoor and outdoor activities all year round. St Luke's Church have financially assisted Moor Lane Church Pre-School by waiving rent and utility costs during the summer term.

The number of children and subsequently the income received by the Pre-School is expected to fluctuate depending on the situation with the COVID-19 pandemic in the next academic year. It is expected that action will need to be taken to advertise the Pre-School in order to increase numbers.

Financial Review

Total incoming resources for the period were £59,439 (2019: £58,405) which was entirely unrestricted income. Total resources expended were £61,471 (2019: £64,507) which was entirely unrestricted expenditure. A full review of the financial position of the CIO can be found on the attached financial statements.

Plans for the Future

Following a difficult end to the financial year, Trustees will concentrate on ensuring that the number of children attending the Pre-School is increased. This will therefore increase income and help to secure the finances of the Pre-School.

Work on the development of an individual Pre-School Web-site is ongoing. This will be beneficial as an additional media and publicity tool and will detail the services offered, illustrate the setting and offer information for parents/carers.

Trustees are proposing to make fund raising a priority in the next financial year. A member of the Pre-School staff will take the lead in this connection with the support of the Pre-School Manager and an individual Trustee who will focus on fund raising.

Public benefit

Trustees have paid due regard to the Charity Commission Guidance on 'Public Benefit' in deciding what activities the charity undertakes. All activities undertaken by Moor Lane Preschool are focussed on our charitable purposes.

Disclosure of information to auditors

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31ST AUGUST 2020

Trustees' Responsibilities

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which presents a true and fair view of the state of affairs of the CIO and of the surplus of the CIO for that period. In preparing those financial statements the trustees are required to:

- i) Select suitable accounting policies and apply them consistently
- ii) Make judgements and estimates that are reasonable and prudent
- iii) Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the CIO. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

I approve the attached statement of financial activities and balance sheet and confirm that I have made available all information necessary for its preparation.

Approved by Heather Douglas (Chair)

Signed on behalf of the Board of Trustees

H Douglas

Dated 8/6/21

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019/20 £	Total 2018/19 £
INCOME AND ENDOWMENTS					
Donations & Legacies	3a	204	-	204	200
Investments	3b	7	-	7	11
Charitable Activities	3c	55,637	-	55,637	58,022
Fundraising	3d	3,592	-	3,592	173
TOTAL INCOMING RESOURCES		59,439	-	59,439	58,405
RESOURCES EXPENDED					
Costs of Charitable Activities	4a	60,157	-	60,157	63,193
Governance Costs	4b	1,314	-	1,314	1,314
TOTAL RESOURCES EXPENDED		61,471	-	61,471	64,507
NET INCOME/(EXPENDITURE)		(2,032)	-	(2,032)	(6,101)
Total Funds Brought Forward		17,004	-	17,004	23,105
TOTAL FUNDS CARRIED FORWARD		14,972	-	14,972	17,004

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 9 to 14 form part of these financial statements.

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
BALANCE SHEET
AS AT 31 AUGUST 2020

		Unrestricted Fund £	Restricted Fund £	Total 31-Aug-20 £	Total 31-Aug-19 £
Assets	Notes				
Tangible Assets	2	4,185	-	4,185	5,022
Current Assets					
Debtors & Prepayments	8	-	-	-	-
Cash at bank and in hand	7	15,671	-	15,671	13,374
Total Current Assets		15,671	-	15,671	13,374
Creditors: amounts falling due within one year	9	4,884	-	4,884	1,392
NET CURRENT ASSETS		10,787	-	10,787	11,982
TOTAL ASSETS less current liabilities		14,972	-	14,972	17,004
Creditors: amounts falling due in more than one year	10	-	-	-	-
NET ASSETS		14,972	-	14,972	17,004
FUNDS OF THE CHARITY					
General		14,972	-	14,972	17,004
Restricted funds	5	-	-	-	-
TOTAL FUNDS		14,972	-	14,972	17,004

Approved by Heather Douglas (Chair)

Signed on behalf of the Board of Trustees *Heather Douglas*

Dated 8/6/21

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

1. ACCOUNTING POLICIES

Basis of Preparation & Assessment of Going Concern

Basis of preparation:

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The CIO meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the CIO's ability to continue as a going concern.

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming Resources with Related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the Incoming resources and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax Reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services have been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the CIO or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the CIO. Gifts in kind for use by the CIO are included in the SOFA as income receivable.

Volunteer Help

The value of any voluntary help received is not included in the accounts and is described in the Report of the Trustees.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the CIO is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the CIO of the service or facility received.

Investment Income

This is included in the accounts when receivable.

Investment Gains and Losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

This page does not form part of the statutory financial statements

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

1. ACCOUNTING POLICIES (continued)

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the CIO to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with Performance Conditions

Where the CIO gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Grants Payable without Performance Conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the CIO.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capital employed, staff costs by the time spent and other costs by their usage.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Change of Accounting Policies and Rules and Methods of Valuation.

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

Fixed Assets

Fixed Assets are capitalised if they can be used for more than one year and cost at least £1,500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation Expense

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a Straight Line Basis over their estimated useful lives. The rates applied per annum are as follows:

Fixtures, Fitting & Equipment	10%
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There has been no change to the accounting policies (Valuation rules and methods of accounting) since last year.

This page does not form part of the statutory financial statements

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

2. TANGIBLE FIXED ASSETS

	Fixtures, Fitting & Equipment	Restricted Equipment	2019/20
Cost	£		£
At 1 September 2019	8,370	-	8,370
Additions	-	-	-
At 31 August 2020	<u>8,370</u>	<u>-</u>	<u>8,370</u>
Accumulated Depreciation			
At 1 September 2019	3,348	-	3,348
Charge for the Year	837	-	837
At 31 August 2020	<u>4,185</u>	<u>-</u>	<u>4,185</u>
Net Book Value			
At 31 August 2020	<u>4,185</u>	<u>-</u>	<u>4,185</u>
At 1 September 2019	<u>5,022</u>	<u>-</u>	<u>5,022</u>

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st August 2020 : None
31st August 2019 : None

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

3. INCOMING RESOURCES

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019/20 £	Total 2018/19 £
a) Donations & Legacies					
Gifts, Offerings & Donations		204	-	204	200
		204	-	204	200
b) Investment Income					
Interest Received		7	-	7	11
		7	-	7	11
c) Incoming from Charitable Activities					
Parent Fees		6,067	-	6,067	8,595
Early Year Eligibility Funding		49,570	-	49,570	49,427
		55,637	-	55,637	58,022
d) Activities for Generating Funds					
Fund Raising		363	-	363	173
CJRS Grant		3,229	-	3,229	-
		3,592	-	3,592	173

This page does not form part of the statutory financial statements

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

4. RESOURCES EXPENDED

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019/20 £	Total 2018/19 £
a) Charitable Activities					
Administration costs		438	-	438	922
Craft Consumables		204	-	204	346
Equipment		225	-	225	701
Gifts/Party costs		256	-	256	351
Hall hire		1,328	-	1,328	1,946
Insurance Costs		423	-	423	404
Licenses & Subscriptions		509	-	509	569
Staff Costs	11	54,905	-	54,905	55,187
Staff Training		58	-	58	582
Sundry Expenses		164	-	164	113
Utility Costs		812	-	812	1,235
Depreciation expense		837	-	837	837
		60,157	-	60,157	63,193
b) Governance costs					
Independent Examiner Fee	9	690	-	690	690
Legal & Professional fees		624	-	624	624
		1,314	-	1,314	1,314

This page does not form part of the statutory financial statements

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST AUGUST 2020

5. RESTRICTED FUNDS

The Charity held no Restricted Funds during this or the previous financial period.

7. CASH AT BANK AND IN HAND

	Unrestricted Funds £	Restricted Funds £	Total 31-Aug-20 £	Total 31-Aug-19 £
Lloyds Current	15,619	-	15,619	13,373
Petty Cash	52	-	52	1
	<u>15,671</u>	<u>-</u>	<u>15,671</u>	<u>13,374</u>

8. DEBTORS AND PREPAYMENTS

The CIO held no Debtors during this or the previous financial period.

9. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds £	Restricted Funds £	Total 31-Aug-20 £	Total 31-Aug-19 £
Sundry Creditors	3,877	-	3,877	396
PAYE & NI	317	-	317	306
Independent Examiners Fee	690	-	690	690
	<u>4,884</u>	<u>-</u>	<u>4,884</u>	<u>1,392</u>

MOOR LANE CHURCH PRE-SCHOOL
(Charitable Incorporated Organisation)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST AUGUST 2020

10. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE IN MORE THAN ONE YEAR

The CIO held no long term liabilities during this or the previous financial period.

11. STAFF COSTS AND NUMBERS

	TOTAL 2019/20 £	TOTAL 2018/19 £
Gross Wages & Salaries	54,505	54,851
Employer's National Insurance Costs		-
Pension Contributions	400	336
	<u>54,905</u>	<u>55,187</u>

Employees who were engaged in each of the following activities:

	TOTAL 2019/20	TOTAL 2018/19
Activities in furtherance of organisation's objects	8	8

No employees received emoluments in excess of £60,000 and all employed members of staff and paid through the PAYE system.

12. TRUSTEES AND OTHER RELATED PARTIES

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

13. RISK ASSESSMENT

The Trustees actively review the major risks which the CIO faces on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

14. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the CIO's needs. This is based on the CIO's size and the level of financial commitments held. The Trustees aim to ensure the CIO will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

15. PUBLIC BENEFIT

The CIO acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the CIO has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the CIO should undertake.