

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2021

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 2021**

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**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
LEGAL AND ADMINISTRATIVE INFORMATION**

CHARITY NUMBER	1161677
START OF FINANCIAL YEAR	01 September 2020
END OF FINANCIAL YEAR	31 August 2021
TRUSTEES AT 31 AUGUST 2021	Heather Douglas (Chair) Joy Hoggart (Treasurer) Nicola Cast Christine Jee Claire Playell

The existing trustees appoint any new trustees following the provisions laid out in the CIO'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

CORRESPONDENCE ADDRESS	226 Moor Lane Upminster Essex RM14 1HN
PRIMARY BANKERS	Lloyds Bank Plc. Market Place Romford RM1 3AA
INDEPENDENT EXAMINER	Donna Leppitt Independent Examiners Ltd Unit 2 The Broadridge Business Centre Delling Lane Bosham PO18 8NF

**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST AUGUST 2021**

The Trustees present their report and accounts for the year ended 31 August 2021.

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
Claire Playell

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 2021

ACHIEVEMENTS AND PERFORMANCE

During the year ended 31st August 2021, 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.

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 £57,664 (2020: £59,439) which was entirely unrestricted income. Total resources expended were £56,786 (2019: £61,471) 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.

On behalf of the board of Trustees

Heather Douglas (Chair)
Trustee

**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31ST AUGUST 2021**

Responsibilities of Trustees

Charity law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended for the period. In preparing those financial statements, the Board of Trustees should follow best practice and are required to;

- select suitable accounting policies and apply them consistently
- make judgments and estimates that are reasonable and prudent
- comply with applicable accounting standards subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that charity will continue in operation

The Board of Trustees is responsible for maintaining 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 the Charities Act 1993. 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 and to provide reasonable assurance that:-

- the charity is operating efficiently and effectively
- all assets are safeguarded against unauthorised use or disposition and are properly applied
- proper records are maintained and financial information used within the charity or for publication is reliable
- the charity complies with relevant laws and regulations

The systems of internal control are designed to provide reasonable but not absolute assurance against material misstatement or loss.

Approved by the Trustees on 21/6/22

Signed on their behalf by Trustee H. Douglas

Printed Name: H. DOUGLAS

**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020/21 £	Total 2019/20 £
INCOMING RESOURCES					
Donations & Legacies	3a	15,266	-	15,266	3,433
Investment Income	3b	1	-	1	7
Charitable Activities	3c	42,376	-	42,376	55,637
Other Income	3d	21	-	21	363
TOTAL INCOMING RESOURCES		57,664	-	57,664	59,439
PAYMENTS					
Costs of Charitable Activities	4	56,786	-	56,786	61,471
RESOURCES EXPENDED		56,786	-	56,786	61,471
NET INCOMING/(OUTGOING) RESOURCES		878	-	878	(2,032)
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		878	-	878	(2,032)
Balances Brought Forward		14,972	-	14,972	17,004
BALANCES CARRIED FORWARD		15,850	-	15,850	14,972

All of the Charity's operations are classed as continuing operations.

The notes form part of these financial statements, found on pages:- 9 to 15

MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
BALANCE SHEET
AS AT 31 AUGUST 2021

	Notes	Unrestricted Fund £	Restricted Fund £	Total 31-Aug-21 £	Total 31-Aug-20 £
Assets					
Tangible Assets	2	3,348	-	3,348	4,185
Investment Assets	6	-	-	-	-
		<u>3,348</u>	<u>-</u>	<u>3,348</u>	<u>4,185</u>
Current Assets					
Debtors & Prepayments	8	-	-	-	-
Cash at bank and in hand	7	13,749	-	13,749	15,671
Total Current Assets		<u>13,749</u>	<u>-</u>	<u>13,749</u>	<u>15,671</u>
Creditors: amounts falling due within one year	9	1,247	-	1,247	4,884
NET CURRENT ASSETS		12,502	-	12,502	10,787
TOTAL ASSETS less current liabilities		<u>15,850</u>	<u>-</u>	<u>15,850</u>	<u>14,972</u>
Creditors: amounts falling due in more one year	10	-	-	-	-
NET ASSETS		<u>15,850</u>	<u>-</u>	<u>15,850</u>	<u>14,972</u>
FUNDS OF THE CHARITY					
General Funds		15,850	-	15,850	14,972
Restricted funds	5	-	-	-	-
TOTAL FUNDS		<u>15,850</u>	<u>-</u>	<u>15,850</u>	<u>14,972</u>

Approved by the Trustees on 21/6/22

Signed on their behalf by Trustee H. Douglas

Printed Name: H. DOUGLAS

**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

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 has 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 2021**

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.

Pensions

Pension contributions are charged to the Statement of Financial Activities as they become payable.

Fund Accounting

Funds held by the charity are either:

1. Unrestricted funds

These are funds which can be used in accordance with the charity's objectives, at the discretion of the trustees.

2. Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the CIO.

3. Designated funds

These funds are funds set aside by the trustees out of unrestricted general funds for specific purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

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 over their estimated useful lives. The rates applied are as follows:

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

**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

2. TANGIBLE FIXED ASSETS

	Fixtures, Fitting & Equipment	Restricted Equipment	2020/21
Cost	£	£	£
At 1 September 2020	8,370	-	8,370
Additions	-	-	-
At 31 August 2021	<u>8,370</u>	<u>-</u>	<u>8,370</u>
Accumulated Depreciation			
At 1 September 2020	4,185	-	4,185
Charge for the Year	837	-	837
At 31 August 2021	<u>5,022</u>	<u>-</u>	<u>5,022</u>
Net Book Value			
At 31 August 2021	<u>3,348</u>	<u>-</u>	<u>3,348</u>
At 1 September 2020	<u>4,185</u>	<u>-</u>	<u>4,185</u>

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

31st August 2021 : None
31st August 2020: None

**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

3. INCOMING RESOURCES

Note	Unrestricted Funds £	Restricted Funds £	Total 2020/21 £	Total 2019/20 £
a) Donations & Legacies				
Gifts, Offerings & Donations	-	-	-	204
Grants-CJRS	4,955	-	4,955	3,229
Grants-Council	10,311	-	10,311	-
	15,266	-	15,266	3,433
b) Investment Income				
Interest Received	1	-	1	7
	1	-	1	7
c) Incoming from Charitable Activities				
Parent Fees	5,734	-	5,734	6,067
Early Year Eligibility Funding	36,642	-	36,642	49,570
	42,376	-	42,376	55,637
d) Activities for Generating Funds				
Fund Raising	21	-	21	363
	21	-	21	363

MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021

4. RESOURCES EXPENDED

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020/21 £	Total 2019/20 £
a) Charitable Activities					
Administration costs		164	-	164	438
Craft Consumables		258	-	258	204
Equipment		-	-	-	225
Gifts/Party costs		-	-	-	256
Hall hire		670	-	670	1,328
Insurance Costs		480	-	480	423
Internet costs		240	-	240	-
Licenses & Subscriptions		558	-	558	509
Staff Training		296	-	296	58
Sundry Expenses		61	-	61	164
Staff Costs:-					
Wages & Salaries		51,028	-	51,028	54,505
Employer's National Insurance Costs		-	-	-	-
Pension Contributions		396	-	396	400
Direct costs:-					
Depreciation expense		837	-	837	837
Governance costs:-					
Independent Examiner Fee		690	-	690	690
Legal & Professional fees		628	-	628	624
		56,786	-	56,786	61,471

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 2021**

5. RESTRICTED FUNDS

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

6. INVESTMENTS

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

7. CASH AT BANK AND IN HAND

	Unrestricted Funds £	Restricted Funds £	Total 31-Aug-21 £	Total 31-Aug-20 £
Lloyds Current	13,749	-	13,749	15,619
Petty Cash	0	-	0	52
	13,749	-	13,749	15,671

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-21 £	Total 31-Aug-20 £
Sundry Creditors	174	-	174	3,877
PAYE & NI	383	-	383	317
Independent Examiner's Fee	690	-	690	690
	1,247	-	1,247	4,884

**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST AUGUST 2021**

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

The CIO employed no members of staff during this or the previous financial period. *(Hide this line if n/a)*

	TOTAL 2020/21	TOTAL 2019/20
	£	£
Gross Wages & Salaries	51,028	54,505
Employer's National Insurance Costs	-	-
Employer's Pension Contributions	396	400
	<u>51,424</u>	<u>54,905</u>

Average number of employees who were engaged in each of the following activities:

	TOTAL 2020/21	TOTAL 2019/20
Charitable Activities	8	8

The CIO operates a PAYE scheme to pay all employed members of staff and no employees received emoluments in excess of £60,000.
(2020- None)

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.
(2020- None)

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.

**MOOR LANE CHURCH PRE-SCHOOL
(CHARITABLE INCORPORATED ORGANISATION)
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

Report to the trustees/ members of Moor Lane Church Pre-School on the accounts for the year ended 31st August 2021.

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.

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



Date: 23rd June 2022