

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2023

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 2023

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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 2022
END OF FINANCIAL YEAR	31st August 2023
TRUSTEES AT 31 AUGUST 2023	Heather Douglas (Chair) Joy Hoggart (Treasurer) Nicola Cast Christine Jee Claire Playell Russell Holmes

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 and to fulfil their potential.

CORRESPONDENCE ADDRESS	226 Moor Lane Upminster Essex RM14 1HN
PRIMARY BANKERS	Lloyds Bank Market Place Romford RM1 3AA
INDEPENDENT EXAMINER	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 2023

The Trustees present their report and accounts for the year ended 31 August 2023.

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

Russell Holmes

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 Register 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 2023

ACHIEVEMENTS AND PERFORMANCE

During the year ended 31st August 2023, the Pre-School has provided 7 sessions per week for 38 weeks of the year.

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 Pre-School's website is up and running and is beneficial as an additional media and publicity tool. The website details the services offered, illustrates the setting and offers information for parents/carers.

The number of children and subsequently the income received by the Pre-School has remained slightly lower than pre-pandemic years due to changing domestic situations as a result of the COVID-19 pandemic. The Pre-School is actively advertising in order to increase numbers.

Financial Review

Total incoming resources for the period were £40,833 (2022: £49,765) which was entirely unrestricted income.

Total resources expended were £50,234 (2022: £55,920) which was entirely unrestricted expenditure.

A full review of the financial position of the CIO can be found on the attached financial statements.

The CIO's reserves policy is to aim to hold sufficient reserves to cover the equivalent of three months' salary costs of its employees in case of an unexpected drop in income. The CIO is working towards an increase in income and reserves.

Plans for the Future

Since the year end, the numbers of children attending the Pre-School has increased, and consequently the level of income has also increased. Trustees will continue to concentrate on ensuring that the number of children attending the Pre-School is maintained. This will help to secure the finances of the Pre-School.

The Trustees will be working closely with Pre-School staff to organise and run fundraising events as a key part of raising income.

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 2023

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 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.....13/5/24.....

Signed on their behalf by Trustee H. Douglas.....

Printed Name: H. DOUGLAS.....

**MOOR LANE CHURCH PRE-SCHOOL
CHARITABLE INCORPORATED ORGANISATION**

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2023**

Report to the trustees/ members of Moor Lane Church Pre-School on the accounts for the year ended 31st August 2023.

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 Acthave 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.

Zita Derbak MAAT AATQB
Independent Examiners Ltd
Unit 2
The Broadridge Business Centre
Delling Lane
Bosham
PO18 8NF

Sign: 

Date: 16.05.2024

MOOR LANE CHURCH PRE-SCHOOL
CHARITABLE INCORPORATED ORGANISATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022/23 £	Total 2021/22 £
INCOMING RESOURCES					
Donations & Legacies	3a	4,679	-	4,679	130
Investment Income	3b	1	-	1	1
Charitable Activities	3c	35,964	-	35,964	49,423
Other Income	3d	189	-	189	211
TOTAL INCOMING RESOURCES		40,833	-	40,833	49,765
PAYMENTS					
Costs of Charitable Activities	4	50,415	-	50,415	55,920
RESOURCES EXPENDED		50,415	-	50,415	55,920
NET INCOMING/(OUTGOING) RESOURCES		(9,582)	-	(9,582)	(6,155)
TRANSFERS BETWEEN FUNDS		-	-	-	-
NET MOVEMENT IN FUNDS		(9,582)	-	(9,582)	(6,155)
Balances Brought Forward		9,695	-	9,695	15,850
BALANCES CARRIED FORWARD		113	-	113	9,695

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

The notes form part of these financial statements found on pages:- 10 to 16

**MOOR LANE CHURCH PRE-SCHOOL
CHARITABLE INCORPORATED ORGANISATION**

**BALANCE SHEET
AS AT 31 AUGUST 2023**

	Notes	Unrestricted Fund £	Restricted Fund £	Total 31-Aug-23 £	Total 31-Aug-22 £
Assets					
Tangible Assets	2	1,674	-	1,674	2,511
Investment Assets	6	-	-	-	-
		<u>1,674</u>	<u>-</u>	<u>1,674</u>	<u>2,511</u>
Current Assets					
Debtors & Prepayments	8	-	-	-	51
Cash at bank and in hand	7	810	-	810	8,142
Total Current Assets		<u>810</u>	<u>-</u>	<u>810</u>	<u>8,193</u>
Creditors: amounts falling due within one year	9	2,371	-	2,371	1,009
NET CURRENT		<u>(1,561)</u>	<u>-</u>	<u>(1,561)</u>	<u>7,184</u>
TOTAL ASSETS less current liabilities		<u>113</u>	<u>-</u>	<u>113</u>	<u>9,695</u>
Creditors: amounts falling due in one year	10	-	-	-	-
NET ASSETS		<u>113</u>	<u>-</u>	<u>113</u>	<u>9,695</u>
FUNDS OF THE CHARITY					
General Funds		113	-	113	9,695
Restricted funds	5	-	-	-	-
TOTAL FUNDS		<u>113</u>	<u>-</u>	<u>113</u>	<u>9,695</u>

Approved by the Trustees on13/5/24.....

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 2023**

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.

**MOOR LANE CHURCH PRE-SCHOOL
CHARITABLE INCORPORATED ORGANISATION
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST AUGUST 2023**

1. ACCOUNTING POLICIES (continued)

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.

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 and fittings	10% straight line method
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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 (continued)
FOR THE YEAR ENDED 31ST AUGUST 2023**

2. TANGIBLE FIXED ASSETS

	Fixtures and fittings	Equipment	Other Fixed Asset	Property (Restricted)	Total 2022/23
Cost	£	£	£	£	£
At 1 September 2022	8,370	-	-	-	8,370
Additions	-	-	-	-	-
At 31 August 2023	<u>8,370</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,370</u>
Accumulated Depreciation					
At 1 September 2022	5,859	-	-	-	5,859
Charge for the Year	837	-	-	-	837
At 31 August 2023	<u>6,696</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,696</u>
Net Book Value					
At 31 August 2023	<u>1,674</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,674</u>
At 1 September 2022	<u>2,511</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,511</u>

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

31st August 2023 : None
31st August 2022 : None

**MOOR LANE CHURCH PRE-SCHOOL
CHARITABLE INCORPORATED ORGANISATION**

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST AUGUST 2023**

3. INCOMING RESOURCES

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022/23 £	Total 2021/22 £
a) Donations & Legacies					
Gifts, Offerings & Donations		4,679	-	4,679	130
		4,679	-	4,679	130
b) Investment Income					
Interest Received		1	-	1	1
		1	-	1	1
c) Incoming from Charitable Activities					
Parent Fees		7,257	-	7,257	8,199
Early Year Eligibility Funding		28,707	-	28,707	41,224
		35,964	-	35,964	49,423
d) Activities for Generating Funds					
Fund Raising		189	-	189	211
		189	-	189	211

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 2023**

4. RESOURCES EXPENDED

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022/23 £	Total 2021/22 £
Charitable Activities					
Administration costs		243	-	243	344
Craft Consumables		116	-	116	282
Equipment		-	-	-	189
Hall hire		1,870	-	1,870	1,870
Insurance Costs		585	-	585	534
Internet costs		240	-	240	240
Licenses & Subscriptions		387	-	387	569
Staff Training		224	-	224	132
Sundry Expenses		2	-	2	210
Utility Cost		2,397	-	2,397	479
Staff Costs:-					
Wages & Salaries		41,796	-	41,796	48,604
Employer's National Insurance Costs		-	-	-	-
Pension Contributions		355	-	355	417
Direct costs:-					
Depreciation expense		837	-	837	837
Governance costs:-					
Independent Examiner Fee		720	-	720	720
Legal & Professional fees		644	-	644	492
		50,415	-	50,415	55,920

**MOOR LANE CHURCH PRE-SCHOOL
CHARITABLE INCORPORATED ORGANISATION**

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST AUGUST 2023**

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-23 £	Total 31-Aug-22 £
Lloyds Current	809	-	809	8,142
Petty Cash	1	-	1	-
	810	-	810	8,142

8. DEBTORS AND PREPAYMENTS

	Unrestricted Funds £	Restricted Funds £	Total 31-Aug-23 £	Total 31-Aug-22 £
Prepayment	-	-	-	51
	-	-	-	51

9. CREDITORS AND ACCRUALS AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds £	Restricted Funds £	Total 31-Aug-23 £	Total 31-Aug-22 £
Sundry Creditors	1,259	-	1,259	289
PAYE & NI	392	-	392	-
Independent Examiner's Fee	720	-	720	720
	2,371	-	2,371	1,009

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

The CIO held no creditors falling due in more than one year during this or the previous financial period.

**MOOR LANE CHURCH PRE-SCHOOL
CHARITABLE INCORPORATED ORGANISATION**

**NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31ST AUGUST 2023**

11. STAFF COSTS AND NUMBERS

	TOTAL 2022/23 £	TOTAL 2021/22 £
Gross Wages & Salaries	41,796	48,604
Employer's National Insurance Costs	-	-
Employer's Pension Contributions	355	417
	<u>42,151</u>	<u>49,021</u>

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

	TOTAL 2022/23 £	TOTAL 2021/22 £
Charitable Activities	5	8

The CIO operates a PAYE scheme to pay all employed members of staff and no employees received emoluments in excess of £60,000.
(2022 - None)

12. TRUSTEES AND OTHER RELATED PARTIES

No payments were made to trustees or any persons connected with them during this financial period. (2022 - None)

£3,548 was paid to St Luke's Church Cranham Park where C Jee is also a trustee. these costs were related to hall hire and utilities. (2022 - 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.