

Company Number
07471433

PEAPOD PRE-SCHOOL

Financial Statements

31st August 2020

PEAPOD PRE-SCHOOL

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PEAPOD PRE-SCHOOL

Charity / Company Information FOR THE YEAR ENDED 31 AUGUST 2020

TRUSTEES AND DIRECTORS:

Katie Moore - Chair
Lauren Smith - Finance Director
Belinda Perry - Director
Juliette Hardman - Director
Rowan De Vroomen - Director
Fran O'Neill - Director/Manager
Sarah Riley - Director/Manager

REGISTERED OFFICE:

Peapod Pre-School
Milford Road
Norwich
Norfolk
NR2 3AR

COMPANY NUMBER:

07471433

CHARITY REGISTERED NUMBER:

1161723

INDEPENDENT EXAMINERS:

Mark Shearing FCA
28g Jessopp Road
Norwich
Norfolk
NR2 3QB

Peapod pre-school, with a 'Good' rating from Ofsted, is consistently popular within its own community as well as within the wider area. Despite the challenges of a difficult year due to the Coronavirus pandemic, the setting remained open throughout. The lockdown in March 2020 meant that the setting had to close its doors to the majority of families, staying open to critical key worker families. Peapod even enabled further critical key worker families to temporarily attend the setting while their own settings were closed during the lockdown period. The setting stayed in touch with those of their children who remained at home during lockdown through home learning activities. Peapod continues to champion the importance of communication and language and sent every child the story of 'The Little Red Hen', producing a range of activities for children to carry out at home based around this theme. The pre-school continues to have a

FINANCIAL REVIEW

The financial statements are set out on pages 7 to 8. The statement of financial activities is set out on page 7.

Total incoming resources amounted to £239,959. Total resources expended amounted to £252,161, resulting in net incoming resources for the year of (£12,202). At the 31st August 2020 the charitable

The loss in income for 2019/20 is a reflection of the unforeseen Coronavirus pandemic, with the setting closing to most of its families from 23rd March 2020. The setting remained open to critical key worker families and was able to welcome back limited numbers of children from 1st June 2020. The pre-school received funding for all relevant non-attending families throughout the summer term and therefore did not invoice fee-paying families. Due to the setting's status as a Communication Hub School it received funds of £22,250. Three staff members were trained as 'Communication Champions' to support the setting and received one off Honorarium payments of £5,583.25. Funds of £5,500 were for the setting. The Committee still continued to invest in the garden as per the previous year's agreement, using reserves of £5260. Peapod also received money for training totalling £2,015 for the previous year.

RESERVES POLICY

It is a general policy of the charitable company to hold free funds of 4-6 months of running costs to enable the orderly closing of the charitable company should the need arise. £50,000 is currently held in the

STATEMENT OF TRUSTEES RESPONSIBILITY

Charity law and company law both require the trustees (who also act as directors for the purpose of company law) to prepare financial statements for each financial year. Under company law, the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial 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, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

Katie Moore, Chair

Date



19.05.21.

**PEAPOD PRE-SCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2020**

The Trustees present their report with the financial statements of the charitable company for the year ended

STRUCTURE, GOVERNANCE AND MANAGEMENT GOVERNING DOCUMENT

Peapod Pre-School (the "Company") is a charitable company limited by guarantee, incorporated on 16 December 2010. The Company adopted new articles of association in a form approved by the Pre-School Learning Alliance and the Charity Commission on 30 April 2014 and was registered as a charity on 19 May 2015 under charity number 1161723. In the event of the Company being wound up members are required to contribute an amount not exceeding £1. At 31st August 2020 there were 7 members.

TRUSTEES

The trustees are, for the purposes of the Companies Act, directors of the charitable company. The trustees shown below have held office during the period from 1st September 2019 to the date of this report. Fran O'Neill and Sarah Riley are appointed as trustees in accordance with clause 6.1.1 of the Company's articles

Katie Moore - Chair
Lauren Smith - Finance Director
Kath Smith - Director - Resigned 10 October 2019
Verity Wall - Director - Resigned 1 September 2019
Belinda Perry - Director - Appointed 2 December 2019
Juliette Hardman - Director - Appointed 23 November 2019
Rowan De Vroomen - Director - Appointed 22 November 2019
Sarah Riley - Director (Manager)
Fran O'Neill - Director (Manager)

RECRUITMENT AND APPOINTMENT

The total number of board members shall not be less than two and not more than nine. The Trustees will from time to time appoint people with specific skills to fulfil specific projects. Those people would be entitled to attend management meetings. The trustees must meet at least three times a year.

OBJECTS AND ACTIVITIES

The objects of the Pre-school ("the Objects") are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:-

- a) Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs;
- c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

ACHIEVEMENT AND PERFORMANCE

PEAPOD PRE-SCHOOL

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF PEAPOD PRE-SCHOOL

I report on the accounts for the year ended 31 August 2020 set out on pages 7 to 11

Respective Responsibilities of Directors and Reporting Accountant

The trustees (who are also directors of the company for the purposes of company law) are responsible of the accounts. The trustees consider that an audit is not required for this year under section 144(2) 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charitable company is not subject to an audit under company law and independent examination, it is my responsibility to :-

- a) examine the accounts under section 145 of the 2011 Act;
- b) follow the procedures laid down in the general directions given by the Charity Commission (sections 145(5)(b) of the 2011 Act);and
- c) state whether particular matters have come to my attention.

Basis of Independent Examiners Statement

My examination was carried out in accordance with general directions given by the Charity Commission includes a review of the accounting records kept by a charitable company and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks information from you as trustees concerning any such matters. The procedures undertaken do not provide all the detail that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view. The report is limited to those matters set out in the statement below.

Independent Examiners 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
 - a) to keep accounting records in accordance with section 386 of the Companies Act 2006;and
 - b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities.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.

Mr Mark Shearing FCA
28g Jessopp Road

PEAPOD PRE-SCHOOL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020
(incorporating the income and expenditure account)

	Total Funds 2020 £	Total Funds 2019 £
INCOMING RESOURCES		
Incoming resources for generated funds		
Core Fees	28,672	97,260
Core funding	210,423	154,088
Donations	151	280
Fund Raising	688	3,744
 INVESTMENT INCOME		
Bank Interest	25	24
 Total incoming resources	<u>239,959</u>	<u>255,395</u>
 RESOURCES EXPENDED		
Cost of generating funds	2 508	1,022
Charitable activities	3 251,967	248,833
Governance costs	4 (314)	1,273
 Total resources expended	<u>252,161</u>	<u>251,129</u>
 Net (resources)/Incoming before transfers	<u>(12,202)</u>	<u>4,266</u>
 Transfers	-	-
 Net (outcoming)/incoming resources after transfers	(12,202)	4,266
 Total funds brought forward at 1 September 2019	<u>109,643</u>	<u>105,377</u>
 Total funds carried forward at 31 August 2020.	97,441	109,643

There are no recognised gains and losses in the statement of financial activities and , consequently, no statement of total recognised gains and losses has been prepared.

For Companies Act purposes, total income is £239,959 and total expenditure is £252,161 which is total incoming resources and total resource expenses as shown above. All the amounts relate to continuing activities.

The financial statements were approved by the Board of Directors on 13th April 2021 and were signed on it

Katie Moore, Chair

A stylized, handwritten signature in black ink, consisting of a large, sweeping 'K' followed by a horizontal line.

19.05.21

**PEAPOD PRE-SCHOOL
BALANCE SHEET
AT 31 AUGUST 2020**

	Note	£	2020 £
CURRENT ASSEST			
Debtors	(6)	365	
Cash at bank and in hand		<u>110,204</u>	
		110,569	
CREDITORS			
Amounts falling due within one year	(7)	<u>(13,128)</u>	
		(13,128)	
NET CURRENT ASSESTS			97,441
NET ASSETS			<u>97,441</u>
FUNDS			
Total Funds	(8)		
Represented by:-			
Contingency Reserves			50,000
Free Reserves			<u>47,441</u>
Reserves carried forward			<u>97,441</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 from 31 August 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- a) ensuring that the charitable company keeps accounting records which comply with Section 386 of the Companies Act 2006 and
- b) preparing financial statements which give a true and fair view of the state of the affairs of the charitable company at the end of each financial year and of its profit or loss for each financial year in accordance with requirements of Section 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

**PEAPOD PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
AT 31 AUGUST 2020**

1 ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items material in relation to the financial statements:

a) Basis or preparation of accounts

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006. The financial statements have been prepared in accordance with the Recommended Practice (SORP), "Accounting and Reporting by Charities: Statement of Recommended Practice", published in March 2005 (revised May 2008) and applicable accounting standards.

b) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the objectives of Peapod Pre-School.

There were no restricted funds but £50,000 of designated funds.

c) Incoming resources

All income is accounted for as soon as Peapod Pre-School has entitlement to the income and the amount is quantifiable.

d) Resources expended

All expenditure is accounted for on an accruals basis.

PEAPOD PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
AT 31 AUGUST 2020

	2020 £
2 COST OF GENERATING FUNDS	
Fundraising Expenses	<u>508</u>
3 CHARITABLE ACTIVITIES	
Direct Costs: Staff Salaries	204,635
Training	385
Early years PP (included in Activity Equipment 2017)	605
Activity Equipment	8,672
Bad debt expense	311
Small Equipment	-
Fund Raising purchases	93
Books	-
Refreshments	2,391
School Dinners	2,976
Protective clothing	958
Staff Costs	909
Premises Running Costs	810
Rent	19,446
Cleaning	5,789
Repairs	-
Postage and Stationery	246
Printing and Photocopying	729
Telephone and internet	945
IT support and infrastructure	175
Subscriptions	812
Bank Fees	112
Travel	112
Sundry Expenses	856
	<u>251,967</u>
4 GOVERNANCE AND SUPPORT COSTS	
Professional fees	<u>- 314</u>
5 TRUSTEE AND EMPLOYMENT INFORMATION	
a) Trustee information	
No remuneration was paid to the Trustees during the year (2020:£nil).	
b) Employee Information	2020

The average number of staff employed during the year was:	<u>15</u>
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6	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2020
		£
	Trade Debtors	-
	Prepayments	365
		<u>365</u>

7	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2020
		£
	Other Creditors	1,589
	PAYE & NIC DUE	2,720
	Pension	-
	Client Deposits	7,800
	Income Received in Advance	719
	Accruals	300
		<u>13,128</u>

8	ANALYSIS OF FUNDS	Net Current Assets 2020 £
	General Fund	47,441
	Designated Fund	50,000
		<u>97,441</u>

9 RELATED PARTY DISCLOSURES

During the year there were no related party transactions (2020: none)