

**Company Number**  
**7471433**

**PEAPOD PRE-SCHOOL**

**Financial Statements**

**31st August 2022**

**PEAPOD PRE-SCHOOL**

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## PEAPOD PRE-SCHOOL

### Charity / Company Information FOR THE YEAR ENDED 31 AUGUST 2022

**TRUSTEES AND DIRECTORS:**

Juliette Hardman - Director  
Rowan De Vroomen - Director  
Maddie Dunning - Director  
Suzanne Williams - Director  
Fran O'Neill - Director/Manager  
Sarah Riley - Director/Manager

**REGISTERED OFFICE:**

Peapod Pre-School  
Milford Road  
Norwich  
Norfolk  
NR2 3AR

**COMPANY NUMBER:**

7471433

**CHARITY REGISTERED NUMBER:**

1161723

**INDEPENDENT EXAMINERS:**

Mark Shearing FCA  
38 Cardiff Road  
Norwich  
Norfolk  
NR2 3HS



**PEAPOD PRE-SCHOOL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 AUGUST 2022**

The Trustees present their report with the financial statements of the charitable company for the year ended 31 August 2022

**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 2022 there were 6 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 2021 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 of association.

Juliette Hardman - Director

Rowan De Vroomen - Director

Maddie Dunning - Appointed 21 February 2022

Suzanne Williams - Appointed 21 February 2022

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 Preschool has a 'Good' rating from Ofsted and remains consistently popular within its local community and the wider area. The setting is unable to fulfil demand, resulting in an extensive waiting list. The preschool prides itself on being an inclusive setting that supports the learning and development of all children. Capital funds of £5400 have been used to provide tailored and targeted support for those children with additional needs. The development of staff continues to be a priority with further emphasis on SEND training, including Makaton sign language to assist with communication. As a Communication Hub working with the community, the preschool provided an introduction to autism awareness training that was available to parents and other settings. Finally, for the first time since the Covid-19 pandemic, Peapod organised a summer trip, inviting all of the setting's families.



## 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 £259,100. Total resources expended amounted to £264,738, resulting in net outgoing resources for the year of £5,638. At the 31st August 2022, the charitable company had total funds of £104,575.

The balance sheet is in a healthy position with Free reserves of £54,575 and Contingency reserves of £50,000.

## 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 reserves account.

## 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.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable 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:



Suzanne Williams, Chair  
16th May 2023



## PEAPOD PRE-SCHOOL

### INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF PEAPOD PRE-SCHOOL

I report on the accounts for the year ended 31 August 2022 set out on pages 7 to 11.

#### **Respective Responsibilities of Directors and Reporting Accountant**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

Having satisfied myself that the charitable company is not subject to an audit under company law and is eligible for 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 (under 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. An examination includes a review of the accounting records kept by a charitable company 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 you as 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 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  
38 Cardiff Road  
Norwich  
Norfolk  
NR2 3HS

Dated

17/03/2023

**PEAPOD PRE-SCHOOL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 AUGUST 2022**  
**(incorporating the income and expenditure account)**

	Total Funds 2022 £	Total Funds 2021 £
<b>INCOMING RESOURCES</b>		
<b>Incoming resources for generated funds</b>		
Core Fees	101,934	94,970
Core funding	147,699	144,965
Honorarium Communications hub	6,589	5,000
Donations	100	126
Fund Raising	2,771	553
 <b>INVESTMENT INCOME</b>		
Bank Interest	7	6
<b>Total incoming resources</b>	<u>259,100</u>	<u>245,620</u>
 <b>RESOURCES EXPENDED</b>		
Cost of generating funds	2 1,244	210
Charitable activities	3 263,091	232,204
Governance costs	4 403	389
<b>Total resources expended</b>	<u>264,738</u>	<u>232,803</u>
<b>Net (resources)/Incoming before transfers</b>	<u>(5,638)</u>	<u>12,817</u>
<b>Transfers</b>	-	-
<b>Net (outcoming)/incoming resources after transfers</b>	<u>(5,638)</u>	<u>12,817</u>
 Total funds brought forward at 1 September 2021	<u>110,434</u>	<u>97,616</u>
<b>Total funds carried forward at 31 August 2022</b>	<b>104,575</b>	<b>110,434</b>

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 £259,100 and total expenditure is £264,738 which is total incoming resources and total resource expenses as shown above. All the amounts relate to continuing activities.



**PEAPOD PRE-SCHOOL  
BALANCE SHEET  
AT 31 AUGUST 2022**

	Note	2022 £	2021 £
<b>CURRENT ASSEST</b>			
Debtors	(6)	365	365
Cash at bank and in hand		<u>114,207</u>	<u>127,509</u>
		114,572	127,873
<b>CREDITORS</b>			
Amounts falling due within one year	(7)	<u>(9,997)</u>	<u>(17,661)</u>
		(9,997)	(17,661)
<b>NET CURRENT ASSESTS</b>		104,575	110,213
<b>NET ASSETS</b>		<u>104,575</u>	<u>110,213</u>
<b>FUNDS</b>			
Total Funds	(8)		
Represented by:-			
Contingency Reserves		50,000	50,000
Free Reserves		<u>54,575</u>	<u>60,213</u>
Reserves carried forward		<u>104,575</u>	<u>110,213</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2022 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 as at the end of each financial year and of its profit or loss for each financial year in accordance with requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as 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

The financial statements were approved by the Board of Directors on 16th May 2023 and were signed on its behalf by:

Suzanne Williams, Chair

*S. C. Williams*



**PEAPOD PRE-SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
AT 31 AUGUST 2022**

**1 ACCOUNTING POLICIES**

The following accounting policies have been used consistently in dealing with items which are considered 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 comply with the Companies Act 2006. The financial statements have been prepared in accordance with Statement of 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 charitable 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, there is certainty of receipt 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 2022**

	2022 £	2021 £
<b>2 COST OF GENERATING FUNDS</b>		
Fundraising Expenses	<u>1,244</u>	<u>210</u>
<b>3 CHARITABLE ACTIVITIES</b>		
Direct Costs: Staff Salaries	213,153	191,554
Training	511	75
Early years PP	1,009	738
Activity Equipment	6,442	3,505
Bad debt expense	-	-
Fund Raising purchases	974	98
Refreshments	2,930	3,092
School Dinners	2,521	656
Protective clothing	1,684	1,022
Staff Costs	1,453	1,052
Premises Running Costs	1,170	925
Rent	21,471	20,058
Cleaning	5,245	5,444
Repairs	-	74
Postage and Stationery	-	52
Printing and Photocopying	927	926
Telephone and internet	701	684
IT support and infrastructure	1,850	1,285
Subscriptions	807	855
Bank Fees	92	89
Travel	52	-
Sundry Expenses	100	23
	<u>263,091</u>	<u>232,204</u>
<b>4 GOVERNANCE AND SUPPORT COSTS</b>		
Professional fees	<u>403</u>	<u>389</u>
<b>5 TRUSTEE AND EMPLOYMENT INFORMATION</b>		
<b>a) Trustee information</b>		
No remuneration was paid to the Trustees during the year (2021: £nil).		
<b>b) Employee Information</b>	2022	2021
The average number of staff employed during the year was:	<u>14</u>	<u>14</u>
<b>6 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2022	2021
	£	£
Trade Debtors	-	-
Prepayments	<u>365</u>	<u>365</u>
	<u>365</u>	<u>365</u>



<b>7</b>	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Other Creditors	630	8,921
	PAYE & NIC DUE	1,468	788
	Pension	1,099	-
	Client Deposits	6,000	7,600
	Income Received in Advance	500	52
	Accruals	300	300
		<u>9,997</u>	<u>17,661</u>
<b>8</b>	<b>ANALYSIS OF FUNDS</b>		
		<b>Net</b>	<b>Net</b>
		<b>Current</b>	<b>Current</b>
		<b>Assets</b>	<b>Assets</b>
		<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	General Fund	54,575	60,213
	Designated Fund	50,000	50,000
		<u>104,575</u>	<u>110,213</u>
<b>9</b>	<b>RELATED PARTY DISCLOSURES</b>		
	During the year there were no related party transactions (2021: none)		