



YOU AND ME PRE-SCHOOL	1161960
-----------------------	---------

Receipts and payments accounts

CC16a

For the period from	01/09/2019	To	31/08/2020
---------------------	------------	----	------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Early Educational Entitlement	49,377	-	-	49,377	74,621
Fees	4,934	-	-	4,934	10,302
Trips payments	-	-	-	-	210
Registration fees	160	-	-	160	340
Fund raising	2,140	-	-	2,140	1,933
Donations/Sponsorship	970	-	-	970	1,762
Fruit 'n' Photo Donations	712	-	-	712	2,011
Gift Aid receipts	281	-	-	281	92
Bank interest received	37	-	-	37	25
Government covid grants	13,037	-	-	13,037	-
	-	-	-	-	-
Sub total (Gross Income for AR)	71,648	-	-	71,648	91,296
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	71,648	-	-	71,648	91,296
A3 Payments					
Wages & Salaries	53,179	-	-	53,179	61,540
Tax & Payroll	2,159	-	-	2,159	3,021
Staff training	366	-	-	366	436
Employers Pension Contributions	2,338	-	-	2,338	665
Rent	4,243	-	-	4,243	7,791
Business Rates	110	-	-	110	109
Cleaning	351	-	-	351	832
Trade Waste Collection	479	-	-	479	453
Other	-	-	-	-	-
Insurance(contents/employers/etc)	984	-	-	984	944
Telephone Charges	560	-	-	560	740
Membership Fees	40	-	-	40	35
Subscriptions	59	-	-	59	91
Office Costs	170	-	-	170	389
New Toys/Play Equipment	304	-	-	304	1,708
New Office Equipment	409	-	-	409	116
Fruit/Snack/Milk Budget	244	-	-	244	543
Miscellaneous admin expenses	200	-	-	200	168
Accountancy	720	-	-	720	720
Consumables	311	-	-	311	437
Visits/Trips/Xmas Pty/Open&Ind Day	446	-	-	446	954
Fund Raising Expenditure	-	-	-	-	20
Advertising / Promotions	49	-	-	49	37
	-	-	-	-	-
Sub total	67,721	-	-	67,721	81,719
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	67,721	-	-	67,721	81,719
Net of receipts/(payments)	3,927	-	-	3,927	9,577
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,552	-	-	47,552	37,975
Cash funds this year end	51,479	-	-	51,479	47,552

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	27,811	-	-
	Reserve account	23,562	-	-
	Petty Cash account	106	-	-
	Total cash funds	51,479	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer & Electrical Equipment	unrestricted	1,210	-
	Indoor Books/Toys/Games/Puzzles	unrestricted	7,723	-
	Outside Toys/Bikes/Climbing Frames etc	unrestricted	9,267	-
	Furniture	unrestricted	5,300	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
P.D Gordon	Mr Peter Gordon	21/5/21

Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 01	Month 09	Year 2019	To	Day 31	Month 08	Year 2020

Section A Reference and administration details

Charity name

YOU AND ME PRE-SCHOOL

Other names charity is known by

Registered charity number (if any) 1161960

Charity's principal address

The Cabin, Church of Our Saviour

Aston Place, Chelmer Village

Chelmsford, Essex

Postcode

CM2 6ST

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Gordon	Chairperson		
2	Keeley Kirk	Secretary		
3	Laura Miller	Treasurer	01/06/20 – 31/08/20	
4	Razvan Badan	Treasurer	01/09/19 – 01/06/20	
5	Joanna Brown			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

CIO Constitution adopted at the charity AGM on 26/06/2018.

How the charity is constituted
(eg. trust, association, company)

Pre-School Learning Alliance association consisting of members

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

You & Me Pre-school is a non-profit making organisation and a registered Charity, and it became active as a CIO (charitable incorporated organisation) on 7th Dec 2017 – registered charity number 1161960.

You and Me Pre-School CIO, was registered with Ofsted on 7th Dec 2017, with a setting reference number of EY546639.

All trustees have to do the following for their induction into the Pre-School Committee;

1. Read and understand the adopted constitution
2. Be shown the You & Me Pre-Schools Policies and Procedures, in order that they can be referenced when required
3. Read the EYFS (Early Years Foundation Stage)
4. Complete OFSTED EY2 form, and DBS check
5. Be given copies of Committee and Staff structures and contact lists
6. Updated on forthcoming events and current issues and tasks.

You & Me Pre-School is a non-profit making organisation and a registered Charity. Since December 2017 we have been operating as a charitable incorporated organisation (CIO) - You and Me Pre School CIO – registered charity number 1161960.

The Pre-School is a member of the Early Years Alliance, and the manager participates in local Sub-Committee meetings, and signposts parents and practitioners to the support services available. Staff and the Committee attend Early Years training, briefings and regularly consult its publications.

The charity rents its premises from 'The Church of Our Saviour'.

The charity's Policies and Procedures are all reviewed and updated at least annually.

Summary of the objects of the charity set out in its governing document

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

1. **Promoting their care and safety.**
2. **Promoting their education and promoting parental involvement.**
3. **Promoting their health and wellbeing.**
4. **Providing services to support them and their families and carers.**
5. **Providing services to individuals holding membership of the CIO.**
6. **Furthering the aims of the Pre-School Learning Alliance.**

You & Me Pre-School provides a much-needed service for the local community as well as giving the children that attend a great start. The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

1. **Promoting their care and safety;** Our setting works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. All the correct policies and procedures are in place to ensure that optimal care and safety is achieved.
2. **Promoting their education and promoting parental involvement.** By using the EYFS framework, we promote teaching and learning that ensures children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundations for school and through life. We have a specially tailored curriculum designed to achieve approved 'learning outcomes' of the EYFS: Personal, social and emotional development, Mathematics, Knowledge and understanding of the World, Physical development and Creative development. Children benefit most when parents and the Pre-School work together in partnership. We actively encourage parental involvement in their child's education, management and governance of the setting. Research shows that it can be a great benefit for children, who achieve more when their parents are involved in their education from a young age. Parents benefit from being given opportunities to meet like-minded people, develop close social networks and forge links in the local community - especially beneficial to parents who have recently moved to the area.
3. **Promoting their health and wellbeing;** Children's earliest years are recognised as vital in enabling them to reach their full potential. In our setting the children have the opportunity to increase confidence and independence, to enable them to make decisions for themselves and be responsible for their actions, to have fun and build friendship with other children. The children receive individual care and attention, which is made possible by our high ratio of adults to children. The children receive reassurance, appropriate praise and encouragement to try new activities in a safe and supportive environment. The Pre-School has staff trained and with experience in the following areas; working with children with behavioural problems, working with children with speech and language and communication needs, working with children on the Autistic spectrum, working with children with allergies and special education needs.
4. **Providing services to support them and their families and carers;** By providing early years care and education we are enabling children's growth and development, as well as supporting their family to return to work, which benefits the community in many ways. All children have the support of a personal key-worker as we believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence and staff are committed.

5. **Providing services to individuals holding membership of the CIO;** Membership of the charity applies to all parents. Studies have revealed that Pre-Schools are much more than just nurseries or playgroups to members i.e. parents. The Pre-School Staff and committee also offer families practical and emotional support, valuable information, training and employment opportunities, help and advice on parenting, education, health, social security and housing matters. The Pre-School encourages and support parents to play an active part in the governance and management of the setting. The elected trustees are mainly parents of children who attend the setting. Membership gives parents the opportunity to shape the services the Pre-School provides, this benefits the child and family because it means that parents receive the right childcare for their needs. Parents who actively participate in the management and governance of the setting and the fundraising gain a sense of achievement and self-satisfaction by participating in rewarding work for a good cause, and giving something back to their local community. On a professional level, for parents actively involved in the Committee and the running of the Pre-School, it provides a chance for them to keep their minds active, learn new skills, and help them to return to work.
6. **Furthering the aims of the Pre-School Learning Alliance.** All children who attend the Pre-School, its members, employees and associates benefit from the Pre-Schools membership of the Pre-School Alliance.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Pre-School is reliant on the services of Volunteers who give up their time to be members of the Committee. We rely heavily on them to not only help with the general running and devolvment of the Pre-School but also to maximise the use of their skills and experience in an assortment of disciplines such as Fundraising.

Given the ratios of parents (of children attending the Pre-School) to non-parents that we have to observe as members of the Committee, our occupancy levels are very important, During the year ended 31st August 2020, our occupancy levels were lower than in previous years but, nevertheless, we were able to satisfy the ratio mix.

The Coronavirus pandemic and the related Government regulations imposed led to the closure of the Pre-School from the close of business on 23rd March 2020. Although we had hoped to re-open in July 2020 when the restrictions were eased, there was not the demand from the parents to do so and we remained closed beyond the end of the academic and financial year (31st August). We re-opened on 7th September 2020.

During lockdown the dedication of the management team was invaluable in addressing the almost daily changes to lockdown regulations affecting the Setting and, although COVID impacted significantly on our financial performance (no ability to hold fundraising events etc), we remain positive that these events of 2020 should not prevent us from continuing to operate successfully.

Summary of the main achievements of the charity during the year

Financial Summary

The financial year for the charity was 1st September 2019 – 31st August 2020. **The performance was affected significantly by the impact of the Coronavirus pandemic and the closure of the Pre-School from 23 March until the end of the financial (and academic) year**

This financial year had a good starting financial basis, with a starting balance of £32,463 plus £15,025 in the reserve funds.

1. The Pre-School finished the financial year with a small profit of £3,927. Staff costs remain largest part of Pre-School expenditure (86%). The Committee decided that we would continue to pay staff at their normal rate during the closure as we were led to believe by the Department for Education (DfE) that we would be eligible to receive 80% of our monthly salary bill by way of the Government's contribution under the Coronavirus Job Retention Scheme (CJRS). However, the DfE made a U Turn on this at the point of our submitting our first claim and, under the new regulations; we were able to claim ONLY 22% of salaries under the CJRS. This had a significant impact on our financial performance.
2. The Pre-School finished the summer term with an occupancy level of 59% and this is reflected in the profit for the year.
3. The session fees for this academic year remained at £13 for the 2.5 hour session and £15.50 for the 3 hour sessions. This fee structure has been in effect since September 2018
4. Staff salary increases were frozen this year due to COVID, although the childcare rates of pay remain at top levels to equivalent level 2/3 practitioners' pay across Essex.
5. Fundraising income was impacted negatively due to the Coronavirus lockdown and our inability to stage our usual events. We report £3,391 of fundraising income for this financial year. Purchases made from fundraising include books for children's Christmas gift, a new clear sand and water tray, new space and ocean play mats and accompanying toys.

Charities Management. The Charity had between 4 - 5 trustee members at any time (out of 12 available committee positions). The day-to-day management of the Pre-School is carried out by the Pre-School Manager and the Business Manager.

During the COVID lockdown physical Committee meetings were not permitted and electronic methods (Zoom etc) were not possible. The Manger, Business Manager and Chairman were in almost daily contact by telephone and were able to address all of the issues imposed by the Government and keep parents advised. Committee members were advised personally of the developments through regular telephone updates.

However, few 'normal' day to day activities arose during lockdown e.g. no fundraising events or day trips etc were possible.

Main Routine Annual Tasks completed;

- Pre-School's CIO Charity commission Report & Financial report for 2019/20
- Renewal of Pre-School Insurance: liability, indemnity and contents
- OFSTED and Pre-School Alliance memberships
- Staff and committee DBS checks
- Staff contracts
- Pre-School Fees review

- Communication to Parents – Newsletters, Letters, Facebook posts, Website and, during lockdown, E Mail communications were prevalent.
- Running of the website and Facebook
- Half Termly Committee Meetings were not possible – see above

Additional Tasks Completed by Committee:

- **ICO** – The Pre-School renewed its registration with the Information Commissioner's Office (ICO) as per the GDPR law. Ref number ZA431694.
- **Pre-School Trip.** The annual Pre-School trip was not possible during lockdown.

IT & Website. Facebook is now the most commonly used form of online communication. The Pre-School website remains a point of reference in terms of contact details, policies and applying for a place on the waiting list.

Admissions. We started the academic year with an occupancy level of 48% and finished on 59%. Due to the closure of the pre-school on the 23rd March until the end of 2019-20 academic year we were unable to increase our occupancy level with new starters for the summer term as has happened in previous years.

COVID. The impact of COVID on the operation of the pre-school was dramatic given that we were forced to close for many months yet had to keep everything going 'underneath the surface' in accordance with the Government's rapidly changing regulations.

This was achieved by the significant and almost daily involvement of the Management Team, in particular the Manager and Business Manager.

A great deal of work was undertaken in the understanding and application of the many and varied requirements set out by the Government and, of course, all of this work was unique as we have never faced such a situation previously.

As mentioned above, at the beginning of the lockdown closure we took the decision to continue to pay our staff based on the premise that we would be eligible to receive the benefit of the Government's Coronavirus Job Retention Scheme (CJRS). However, the parameters of the scheme were changed some weeks later by the Department for Education that rendered us eligible for only a greatly reduced level of support but we continued to pay our staff as agreed.

In addition to the above scheme, we were eligible to receive a Small Business Grant and were helped by our landlords with a rent holiday arrangement. All of these things allowed us to keep the business afloat.

In addition to our involvement in adhering to the various regulations, the Management Team did an incredible job in maintaining contact with the staff and, importantly, the parents of our children. This served to ensure that everyone was kept advised of the ongoing daily situation with Pre-School. In addition we were able to ensure that the welfare of everyone concerned was acceptable and we were able to provide advice and guidance to parents regarding the ongoing development of their children whilst at home.

The lockdown also gave rise to the need to defer our AGM until the various COVID restrictions were eased to allow a physical meeting which, after consultation with the Charities Commission, took place at the end of September 2020.

In spite of all of the disruption we were able to overcome all the difficulties thrown up by this unique situation and are confident that we will be able to continue to provide this valuable community service for the foreseeable future.

--

--

Section E

Financial review

Brief statement of the charity's policy on reserves

The Pre-School aims to hold 3 months' worth of running costs in the reserve account. This is to maintain a reasonable level of reserves to cover unforeseen circumstances and is under regular review.

The opening balance of the reserve account for 2019/20 was £15,025. The Committee agreed to transfer £8,500 to the reserve account at the end of 2018/19. This transfer was actioned in September 2019 and has increased the reserve account to £23,562, helping to secure the pre-school's ability to cover 3 months running cost.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funding is from the Early Years Government Funding which applies to all children from the term after their 3rd birthday. This is paid by Essex County Council.

Another key source of income for the charity are the fees charged for all children not yet eligible for the government funding.

Fruit 'n' Photo fund - A voluntary donation is requested from those whose children are funded by the government grant to help cover costs of snacks and other items consumed at the Pre-School.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

P.D. Gordon

Full name(s)

Mr Peter Donald Gordon

Position (eg Secretary, Chair, etc)

Chairperson

Date

21/5/21



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name YOU AND ME PRE-SCHOOL		
On accounts for the year ended	31/08/2020	Charity no (if any)	1161960
Set out on pages	<div></div> <p>(remember to include the page numbers of additional sheets)</p>		
Respective responsibilities of trustees and examiner	<p>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.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none">• 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	<p>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.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below *)</p> <ol style="list-style-type: none">1. which gives me reasonable cause to believe that in, any material respect, the requirements:<ul style="list-style-type: none">• 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; or2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. <p>* Please delete the words in the brackets if they do not apply.</p>		
Signed:	<div></div>	Date:	<div>21/5/2021</div>
Name:	ADAM HOTSON		
Relevant professional qualification(s) or body (if any):	FCCA		
Address:	Office 2 The Reach, 687-693 London Rd, Westcliff on Sea, Essex. SS0 9PD		