



YOU AND ME PRE-SCHOOL

1161960

Receipts and payments accounts

CC16a

For the period
from

01/09/2021

To

31/08/2022

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	79,220	-	-	79,220	64,412
Fees	19,711	-	-	19,711	11,234
Trips payments	-	-	-	-	-
Registration fees	280	-	-	280	660
Fund raising	1,135	-	-	1,135	591
Donations/Sponsorship	121	-	-	121	95
Fruit 'n' Photo Donations	1,334	-	-	1,334	1,375
Gift Aid receipts	158	-	-	158	67
Bank interest received	128	-	-	128	24
Government covid grants	-	-	-	-	899
	-	-	-	-	-
Sub total (Gross income for AR)	102,087	-	-	102,087	79,357
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	102,087	-	-	102,087	79,357
A3 Payments					
Wages & Salaries	66,706	-	-	66,706	58,398
Tax & Payroll	922	-	-	922	1,464
Staff training	545	-	-	545	24
Employers Pension Contributions	3,784	-	-	3,784	2,040
Rent	7,274	-	-	7,274	7,274
Business Rates	183	-	-	183	-
Cleaning	1,104	-	-	1,104	471
Trade Waste Collection	485	-	-	485	479
Other	-	-	-	-	-
Insurance(contents/employers/etc)	1,009	-	-	1,009	888
Telephone Charges	281	-	-	281	798
Membership Fees	-	-	-	-	-
Subscriptions	99	-	-	99	71
Office Costs	517	-	-	517	233
New Toys/Play Equipment	523	-	-	523	37
New Office Equipment	331	-	-	331	-
Fruit/Snack/Milk Budget	538	-	-	538	399
Miscellaneous admin expenses	461	-	-	461	369
Accountancy	780	-	-	780	720
Consumables	452	-	-	452	430
Visits/Trips/Xmas Pty/Open&Ind Day	201	-	-	201	115
Fund Raising Expenditure	120	-	-	120	-
Advertising / Promotions	45	-	-	45	-
	-	-	-	-	-
Sub total	86,360	-	-	86,360	74,210
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	86,360	-	-	86,360	74,210
Net of receipts/(payments)	15,727	-	-	15,727	5,147
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	56,626	-	-	56,626	51,479
Cash funds this year end	72,353	-	-	72,353	56,626

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	48,580	-	-
	Reserve account	23,574	-	-
	Petty Cash account	189	-	-
	Total cash funds	72,353	-	-
	(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	PAYE and NI HMRC debtor	2,315	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	1,280	-
	Indoor Books/Toys/Games/Puzzles	unrestricted	8,720	-
	Outside Toys/Bikes/Climbing Frames etc	unrestricted	8,772	-
	Furniture	unrestricted	6,442	-
			-	-
			-	-
			-	-
			-	-

	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
<i>P.D. Gordon</i>	Mr Peter Gordon	9/6/23

Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 01	Month 09	Year 2021	To	Day 31	Month 08	Year 2022

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

Ashton 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	Kellie Deacon	Secretary		
3	Richard Bradbrook		29/09/2021-21/06/2022	
4	Victoria Edwards		29/09/2021-31/08/2022	
5	Stephanie Jones		29/09/2021-31/08/2022	
6	Katie Aspinell		29/09/2021-31/08/2022	
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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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Constitution re-adopted at the charity AGM on 29/09/2021
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.

Section C Objectives and activities

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 benefits the child, the parents, the staff and the setting by providing secure

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)

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)

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 devolvement of the Pre-School but also to maximise the use of their skills and experience in an assortment of disciplines such as Fundraising.

During the year ended 31st August 2022, our occupancy levels were good although this does not necessarily translate commensurately with the easy recruitment of Committee members. This is also partly due to the legacy of home working and disruption brought about by Covid. However, we were able to satisfy the ratio mix.

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

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

Summary of the main achievements of the charity during the year

Financial Summary

The financial year for the charity was 1st September 2021 – 31st August 2022. The performance continued to improve following the impact of the Coronavirus pandemic and closure of the Pre-School in 2020

This financial year had a good starting financial basis, with a starting balance of £32,921 plus £23,564 in the reserve funds.

1. The Pre-School finished the financial year in a strong position with a good profit of £15,727. Staff costs remain the largest part of Pre-School expenditure and, at 83%, the level was similar to last year even including salary increases implemented in April 2022.
2. The Pre-School finished the Summer term with an occupancy level of 72%, ending the year with a superb 98%. This produced an excellent average rate of 87% for the year overall. This translated into a yearly average profit of £1.20 per child per session.
3. Following prior agreement to standardise our approach to session fees for this academic year, the session rates of £5.50 per hour for 3 hour sessions were in force for the whole of the year. However, we retained discretion to allow 2.5 hour sessions in exceptional circumstances.
4. Staff salaries were reviewed and increased in April 2022. Even so, the overall percentage of staff costs to total expenditure has reduced modestly from the previous year. This was also influenced in part due to our careful management of our staff resources, utilising 'bank' staff to fill in as and when necessary. We also contracted an external cleaner to replace our former employed cleaning member of staff.
5. We were unable to achieve our Fundraising target of £2500 mainly due to our inability to proceed with our Summer Fayre. We report £1256 of fundraising income for this financial year. Purchases made from fundraising include books as small Christmas gifts, a new bookcase for our Reading Corner, a new painting easel and drying rack to replace the old, broken items and books for daily use and for presentation to our Leavers.

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.

Main Routine Annual Tasks completed;

- Pre-School's CIO Charity commission Report & Financial report for 2020/21
- 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 – we continued to communicate in a variety of ways including face to face, Letters, Facebook posts, and E Mails.
- Physical Half Termly Committee Meetings
- The Annual General Meeting continues to be held at the end of September as it gives rise to more new parents attending rather than a significant number whose children will be leaving the pre-school for state schools.

Additional Tasks Completed by Committee:

Ofsted Inspection. Ofsted conducted an inspection of You and Me in June 2022 and we are delighted that we were awarded an OUTSTANDING assessment. This is a brilliant achievement and is testament to the expertise and dedication of the staff in particular and everyone involved with the Pre-School.

IT & Website. Facebook continued to be the most commonly used form of online communication and a weekly summary of the activities undertaken is published at the end of each week.

The Pre-School website will be updated and the service provider will be changed in the months ahead although full implementation will be synchronised with our plan to re-brand You and Me in 2023.

Admissions. We started the academic year with an occupancy level of 72% and finished on 98%. Our Occupancy levels are a very important driver in our financial performance and we were encouraged by the figures reported

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 as many venues were not fully available following Covid and its aftermath.

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. The reserve account for 2021/22 was £23,574 and we keep this under regular review.

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 continues to be 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. However, we have seen a steady decline in donations this year with less than 50% of parents making the voluntary contribution in our Summer B term. We believe this is due, in part, to the overall economic conditions but we will continue to take steps to 'educate' our parents on how important it is and what we spend the funds on.

It is planned to transfer the sum of £9500 into our Reserve Account in due course.

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

9/6/23



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	31/08/2022	Charity no (if any)	1161960
Set out on pages	<div></div> <div>(remember to include the page numbers of additional sheets)</div>		
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 Acthave 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><i>* Please delete the words in the brackets if they do not apply.</i></p>		
Signed:	<div></div>	Date:	9/6/2023
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		

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.