

HILMARTON PRE SCHOOL TRUSTEES REPORT 1 September 2020 - 31 August 2021

Reference and Administration details:

Charity Name: Hilmarton Pre School

Charity No: 1164622

Address: The Community Rooms, Poynder Place, Hilmarton, Calne, Wiltshire

Name of the charity trustees who manage the charity:

Joanne Wiggins/Georgie Miller - Chair

Vicky McMahon - Secretary

Victoria McDonald - Treasurer

Structure, governance and management:

The Committee uses the Pre-School Learning Alliance and Wiltshire County Council Childcare Development Officer for advice and guidance when required and operates according to the adopted Pre-School Learning Alliance Pre-School Constitution 2011.

Hilmarton Pre-School has been open since the 1970's in various forms and operates from the Community Rooms in Hilmarton. It is registered to provide early years education to a maximum of 24 children per session, aged 2-5 years. The Pre-School is open from Monday to Friday 8.45am to 2.45pm, term time only. It employs five members of staff on a part-time basis.

Overview of the year:

Objectives and activities

Hilmarton Pre-School is a rural service whose aim is to give the best start we possibly can to young children and their families in the early year stages. The emphasis this year has been to cope with the continuing effects of Covid-19, whilst maintaining the high level of service for the pre-school children:

- Attracting more families to Pre-School so that numbers of children increase and to encourage more parents to become involved in Pre-School management and fundraising events, in particular encouraging more parents to join the committee.
- Increasing our service offering so that we can fit in more readily with childcare requirements of young families
- Emphasising our commitment to premium staff/child ratio, in line with our belief that this is one of the main factors in helping our children grow and develop, and a key reason why families choose us.
- To continue responsible financial control of expenditure, recognising that as Pre-School numbers increase we are able, through increased grant funding and fundraising, to improve the facilities and equipment for our children.
- To review and update all Preschool literature and paperwork to ensure that we are fully compliant with current PLSA guidelines and HSE requirements, and to comply with the GDPR regulations.
- To keep up to date with all requirements for Ofsted Inspections.

Key achievements and performance:

Pre-School numbers continued to be strong during the year. Whilst the numbers generally decrease at the end of Summer term, with a large group starting primary school, we believe numbers on role are projected to increase during the Autumn term to bring us back up to almost full capacity.

Staff have been retained and we are at full staffing levels, with some staff available to flexibly cover any absences. We continue to try to recruit new parents to the committee to replace the natural turnover as children move on to school.

Financial review

In 2020/21 we made a surplus of £9,329. The previous year we made a surplus of £1,420. Income was decreased slightly for funding. Fees however have increased significantly, reflecting the ages of our children at present, and the fact that in the first year or so of Covid, many parents removed younger children from preschool during those times. We were also extremely fortunate to receive donations from the Hilmarton Pumpkin Trail event. We again have spent on special activities and trips as we were able to subsidise those this year, and the Go Active sessions have continued to two sessions per week when permitted by Covid restrictions as these are really enjoyed by the children. We have also invested in new IT equipment for both staff and child use.

All of our staff were offered the opportunity to join a pension as per the regulations and three have now taken up that opportunity. We have seen increased costs for this as the higher statutory percentage contributions come into force.

We have been fortunate to build up a small cash reserve now and have put some extra funds into our contingency bank account, to keep aside for any emergencies. This has made the day-to-day operation of the preschool much less financially stressful than in previous years. We do now have plans to purchase some capital items, in particular outdoor play equipment and storage facilities.

Personnel:

On the committee, Joanne Wiggins continued as Chair, and Georgie Miller joined her as Co-Chair. Victoria McDonald continues in the Treasurer role and Vicky McMahon remained as Secretary until Autumn 2021. We thank her for her service. Vicky is replaced by Lynzi Tiner as Secretary.

Fundraising activities:

The fundraising events continued in 2020/21 where able due to Covid restrictions. Of particular note was the Hilmarton Pumpkin Trail, organised by parents.

We have also had external visits for the children which parents have also attended and enjoyed.

Social events:

This year has seen fewer opportunities for parents to join in Pre-School special activities than normal due to Covid, but the staff have made a special effort to ensure the children marked special occasions such as Christmas and Easter. We also said goodbye to the large number of children going off to primary school.

Curriculum:

Forest school continues to be very popular and the staff work hard to make this fun and educational for the children, with further training having been undertaken by various staff members. Emphasis is also put on preparing the older children for the transition to school.

Plans for the future:

The committee has worked hard to build a operating model for ensuring the Pre-School remains financially viable, and feel this has led to a modest level of cash reserves that ensure the day-to-day financing is not the worry that it has been in the past. This will continue to be monitored and fundraising to purchase new equipment will continue.

The priorities for next year:

- To proactively promote the pre-school through its fundraising activities to ensure long term attendance.

- To put greater emphasis on committee staffing, introducing much more visibility to parents. This will ensure the preschool can fulfil the committee requirements and continue to provide the preschool service to the community
- To improve the staffing skill levels through continued training
- To consider ways in which we can improve the service we offer to families wherever possible, including vulnerable 2 year olds.
- To keep up to date with all requirements of Ofsted, including taking on board the comments from our inspection to work towards becoming an "Outstanding" setting.
- To maintain relationships within the village, and work towards a combined future, and foster closer links with Hilmarton Primary School.
- To provide staff a regular review process to allow staff to provide feedback and through appraisals and formal pay reviews, ensure staff are happy and committed.

HILMARTON PRESCHOOL

ACCOUNTS FOR THE YEAR ENDED
31ST AUGUST 2021
CHARITY NUMBER 1164622

**HILMARTON PRESCHOOL
ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021**

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GENERAL INFORMATION

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Hilmarton Community Room
Poynder Place
Hilmarton
Calne
Wiltshire
SN11 8SQ

**HILMARTON PRESCHOOL
ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021**

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 material matters have come to my attention which gives me reasonable cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- to prepare accounts which accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Grace Brown MAAT
RiverView Portfolio Ltd
1 Market Hill
Calne
Wiltshire
SN11 0BT

27th June 2022

APPROVAL OF FINANCIAL INFORMATION

I declare, in my capacity of treasurer, that the members have approved these accounts for the year ended 31st August 2021, as set out on page 2; and have authorised me to sign it on their behalf.

Victoria McDonald
Treasurer

HILMARTON PRESCHOOL
ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021

RECEIPTS & PAYMENTS ACCOUNT

	Unrestricted £	Restricted £	2021 £	2020 £
RECEIPTS				
Wilts CC Funding	58,364		58,364	62,919
Fees	18,818		18,818	9,478
Fundraising Income	-		-	587
Registration Fees	-		-	-
Donations	29		29	-
Trip Monies	-		-	303
Charitable Activities	62		62	-
Interest Received	3		3	159
HMRC Credit	16		16	-
TOTAL RECEIPTS	77,292	-	77,292	73,445

PAYMENTS

Wages	52,852		52,852	60,619
Rent	4,056		4,056	3,664
Fundraising Expenses	-		-	-
Trip Expenses	1,148		1,148	633
Snacks	1,158		1,158	626
New Equipment	-		-	-
Trips/Special Event Activities	1,249		1,249	1,239
Professional Fees	122		122	26
Stationery & Photocopying	469		469	1,110
Postage	-		-	-
Telephone	40		40	20
Advertising	-		-	-
Cleaning	885		885	695
Accounting	1,620		1,620	720
Uniforms	90		90	90
Fees & Subscriptions	-		-	-
Insurance	649		649	569
First Aid/Hygiene	-		-	-
Training Courses	3,213		3,213	1,982
Sundry	-		-	-
Staff Welfare	357		357	30
Donations	54		54	-
Staff Gifts	-		-	-
Toddler Fees Returned	-		-	-
TOTAL PAYMENTS	67,963	-	67,963	72,025

SURPLUS/(DEFICIT) FOR YEAR

9,329	-	9,329	1,420
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FUNDS

Funds b/f	67,105	65,684
Funds c/f	<u>76,434</u>	<u>67,105</u>

Represented by:

Current Account	41,271	31,536
Contingency Account	35,431	35,429
Cash	140	140
Other Creditors	- 408	-
	<u>76,434</u>	<u>67,105</u>

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