

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2021  
FOR  
COTEN END PRE-SCHOOL**

Harrison Beale & Owen Limited  
Chartered Accountants  
Highdown House  
11 Highdown Road  
Leamington Spa  
Warwickshire  
CV31 1XT

# **COTEN END PRE-SCHOOL**

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## **COTEN END PRE-SCHOOL**

### **REPORT OF THE TRUSTEES for the year ended 31 August 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 August 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The aims of the pre-school are to enhance the development of children under statutory school age. We look to involve families in every child's education, by building on relationships with all members of the family.

The activities planned by the pre-school have included the following:

The children continued to visit Coten End School on a regular basis and this does really make the transition to big school a lot easier for many. Miss Sarah continued to do dance lessons with Butterflies and Caterpillars began to have Boogie Beat music and movement sessions once every half term. The road safety team came to talk to butterflies about road safety. We continued to go on walks away from pre-school with parents' support. Butterflies also visited Leamington Library on the train. We invited parents and grandparents in for various stay and play sessions over the year and we held a raffle at Christmas time.

##### **Public benefit**

We continue to act as a setting and management continue to be mindful of the public benefit guidance produced by the Charity Commission.

##### **Volunteers**

We continue to invite volunteers into the setting to share their experiences and knowledge with the children. We also work with the local colleges and high schools to accommodate students working towards their childcare qualifications and allow them to carry out work experience here.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

The setting has enabled many children to reach their targeted outcomes within this academic year as they start their time in the formal education system. Those that have not met these targets have had other factors involved in their young lives and we feel we have enabled them to at last have a firm footing in the more formal system.

##### **Fundraising activities**

Our fundraising activities have been reduced due to covid 19.

#### **FINANCIAL REVIEW**

##### **Results and future developments**

The charity made a deficit in the year of £26,881 (2020: deficit of £22,011). Total funds carried forward is £32,100 (2020: £58,981). The charity plans to continue its activities as outlined above subject to satisfactory funding arrangements.

##### **Reserves policy**

The charity's unrestricted reserves stand at £32,100 (2020: £58,981). Unrestricted reserves should be at a level sufficient to finance at least three month's supply of its services should other sources of funding fail to materialise.

**COTEN END PRE-SCHOOL**

**REPORT OF THE TRUSTEES  
for the year ended 31 August 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, PLA constitution, and constitutes an incorporated charity.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1165286

**Principal address**

Warwick Space  
71 Coten End  
Warwick  
Warwickshire  
CV34 4NU

**Trustees**

Dianne Morris  
Hazel Jones (Chair)  
Heather Goodman  
Brittany Brandl  
Permjit Cheema  
Naomi Aldersley  
Samantha Guest  
Claire Lowe

**Independent Examiner**

Harrison Beale & Owen Limited  
Chartered Accountants  
Highdown House  
11 Highdown Road  
Leamington Spa  
Warwickshire  
CV31 1XT

Approved by order of the board of trustees on 25 April 2022 and signed on its behalf by:

.....  
Diane Morris - Trustee

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COTEN END PRE-SCHOOL**

### **Independent examiner's report to the trustees of Coten End Pre-School**

I report to the charity trustees on my examination of the accounts of Coten End Pre-School (the Trust) for the year ended 31 August 2021.

### **Responsibilities and basis of report**

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').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Mr Mark Ashfield FCA  
Harrison Beale & Owen Limited  
Chartered Accountants  
Highdown House  
11 Highdown Road  
Leamington Spa  
Warwickshire  
CV31 1XT

Date: 25 April 2022

**COTEN END PRE-SCHOOL**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 August 2021**

	Notes	<b>2021 Unrestricted fund £</b>	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		<b>156,740</b>	143,418
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities		<b>183,621</b>	165,429
		<hr/>	<hr/>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(26,881)</b>	(22,011)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>58,981</b>	80,992
		<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>32,100</u></b>	<u>58,981</u>

All income and expenditure has arisen from continuing activities.

# COTEN END PRE-SCHOOL

## BALANCE SHEET 31 August 2021

	Notes	2021 Unrestricted fund £	2020 Total funds £
<b>CURRENT ASSETS</b>			
Debtors	6	-	135
Cash at bank and in hand		<u>34,566</u>	<u>61,135</u>
		<b>34,566</b>	61,270
<b>CREDITORS</b>			
Amounts falling due within one year	7	<u>(2,466)</u>	<u>(2,289)</u>
<b>NET CURRENT ASSETS</b>		<u><b>32,100</b></u>	<u>58,981</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>32,100</b></u>	<u>58,981</u>
<b>NET ASSETS</b>		<u><b>32,100</b></u>	<u>58,981</u>
<b>FUNDS</b>	8		
Unrestricted funds		<u><b>32,100</b></u>	<u>58,981</u>
<b>TOTAL FUNDS</b>		<u><b>32,100</b></u>	<u>58,981</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 25 April 2022 and were signed on its behalf by:

.....  
Diane Morris - Trustee

## COTEN END PRE-SCHOOL

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 August 2021

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.



# COTEN END PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 August 2021

### 2. SUPPORT COSTS

	2021 Charitable activities £	2020 Total activities £
Accountancy and legal fees	<u>780</u>	<u>210</u>

### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2021 nor for the year ended 31 August 2020.

#### Trustees' expenses

Expenses amounting to £150 (2020 - £NIL) were paid to the trustees during the year to cover motor & travel costs.

### 4. STAFF COSTS

The average monthly number of employees during the year was as follows:

2021	2020
<u>9</u>	<u>11</u>

No employees received emoluments in excess of £60,000.

### 5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	143,418
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Charitable activities	165,429
<b>NET INCOME</b>	(22,011)
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	80,992
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>58,981</u>

**COTEN END PRE-SCHOOL**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the year ended 31 August 2021**

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2021</b>	2020
	<b>£</b>	£
Staff Loans	<u>-</u>	<u>135</u>
	<u>-</u>	<u>135</u>

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2021</b>	2020
	<b>£</b>	£
Trade creditors	-	1
Taxation and social security	-	22
Other creditors	<u>2,466</u>	<u>2,266</u>
	<u>2,466</u>	<u>2,289</u>

**8. MOVEMENT IN FUNDS**

	At 1.9.20	Net movement in funds	At
	£	£	31.8.21
			£
<b>Unrestricted funds</b>			
General fund	<u>58,981</u>	<u>(26,881)</u>	<u>32,100</u>
<b>TOTAL FUNDS</b>	<u>58,981</u>	<u>(26,881)</u>	<u>32,100</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	<u>156,740</u>	<u>(183,621)</u>	<u>(26,881)</u>
<b>TOTAL FUNDS</b>	<u>156,740</u>	<u>(183,621)</u>	<u>(26,881)</u>

**Comparatives for movement in funds**

	At 1.9.19	Net movement in funds	At
	£	£	31.8.20
			£
<b>Unrestricted funds</b>			
General fund	<u>80,992</u>	<u>(22,011)</u>	<u>58,981</u>
<b>TOTAL FUNDS</b>	<u>80,992</u>	<u>(22,011)</u>	<u>58,981</u>

# COTEN END PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 August 2021

### 8. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	143,418	(165,429)	(22,011)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>143,418</u>	<u>(165,429)</u>	<u>(22,011)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.19 £	Net movement in funds £	At 31.8.21 £
<b>Unrestricted funds</b>			
General fund	80,992	(48,892)	32,100
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>80,992</u>	<u>(48,892)</u>	<u>32,100</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	300,158	(349,050)	(48,892)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>300,158</u>	<u>(349,050)</u>	<u>(48,892)</u>

### 9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2021.

# COTEN END PRE-SCHOOL

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 August 2021

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	4	4
Fees - Butterflies	19,634	15,016
Fees - Caterpillars	12,539	7,047
Fundraising	635	618
NEF	107,159	99,616
Other income	74	216
Parties and outgoings	117	-
Registration fees	60	70
Vouchers - Butterflies	1,217	3,978
Vouchers - Caterpillars	720	3,022
Interest receivable	4	83
Government Grants	<u>14,577</u>	<u>13,748</u>
	<b><u>156,740</u></b>	<b><u>143,418</u></b>
<b>Total incoming resources</b>	<b>156,740</b>	<b>143,418</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	118,533	116,182
Social security	843	1,272
Pensions	3,218	3,070
Recruitment costs	1,572	230
Staff entertainment	375	1,199
Staff training	1,898	4,060
Activity and materials	3,522	2,706
Cleaning	6,824	5,359
Equipment	7,207	8,258
Food and milk	679	303
Fundraising expenses	150	401
Insurance	1,204	683
Parties, outing and gifts	1,711	695
Postage	95	49
Professional fees	435	1,218
Rent	9,690	7,605
Repairs and maintenance	9,706	1,569
Software	3,686	3,896
Stationery and printing	3,312	2,436
Subscriptions	496	571
Sundry	537	106
Telephone and fax	2,752	471
Administration	1,574	818
Carried forward	<b>180,019</b>	<b>163,157</b>

# COTEN END PRE-SCHOOL

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 August 2021

	2021 £	2020 £
<b>Charitable activities</b>		
Brought forward	<b>180,019</b>	163,157
Advertising and PR	<b>575</b>	507
Travel and subsistence	<b>210</b>	57
Computer equipment	<b>1,264</b>	1,336
Health and safety	<b>683</b>	162
Licenses	<b>90</b>	-
	<b>182,841</b>	165,219
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy and legal fees	<b>780</b>	210
Total resources expended	<b>183,621</b>	165,429
<b>Net (expenditure)/income</b>	<b>(26,881)</b>	(22,011)