

Appleton Roebuck Pre-School Groups
Parish Rooms
Main Street
Appleton Roebuck
York
YO23 7DJ
Tel: 07983 789482
Email: info@appletonroebuckpreschool.co.uk
Web: www.appletonroebuckpreschool.co.uk

Appleton Roebuck Pre-School Groups CIO
Trustees Annual Report, Year Ending 31 August 2021

Period start date: 1 September 2020
Period end date: 31 August 2021
Charity Name: Appleton Roebuck Pre-school Groups
Charity Registration Number: 1166924

Charity Structure

Appleton Roebuck Pre-School Groups (ARPG) was first registered in 1977. We have been operating as a Charitable Incorporated Organisation since 2016.

Two types of membership of the CIO are available:

1. Family membership is available to the parents or guardians of all children who attend any group run by the CIO wishing to support the aims of the CIO. Each family holding family membership counts as one member of the CIO and is entitled to one vote at any general meetings of the members of the CIO.
1. Affiliate membership is available to anyone who is interested in furthering the purposes of Appleton Roebuck Pre-school Groups.

Initially set up as a Pre-School in the Parish Rooms in Appleton Roebuck, the Group then expanded to include additional groups such as a Parent and Toddler Group (Little Apples) and, from 2013-2020, an Out of School Club (OOSC) based at Appleton Roebuck Primary School. Appleton Roebuck Pre-school Groups is managed by a group of trustees made up primarily of Family Members (parents of children attending ARPG groups) and a small number of Affiliate Members, including the manager of one of the current ARPG groups operating with an Ofsted licence.

Public Benefit Statement

The charity works for the public benefit having as its objects the development of children and young people in particular by: promoting their care and safety; promoting their education and promoting parental involvement; promoting their health and wellbeing; providing services to support them and their families and carers; providing services to individuals holding membership of the CIO and furthering the aims of the Pre-school Learning Alliance.

Appleton Roebuck Pre-school is registered with Ofsted (URN: EY538161), which means we comply with the requirements of the Early Years Register and the Childcare Register. These requirements relate to safety, the people providing the care and the organisation of the childcare.

We pride ourselves in offering a friendly, fun and safe environment for children to play and learn. The Pre-School had its most recent Ofsted inspection in October 2018 and was rated Good. We are proud of this achievement for a community-led organisation in a small village and is testament to the dedication of our fantastic staff.

- Appleton Roebuck Preschool Groups is situated in a village with few services for children and families. Through its groups, Appleton Roebuck Preschool Groups provides much-needed opportunities and support for children and families in the local area.

The trustees have had due regard to the commission's public benefit guidance when exercising powers or duties to which the guidance is relevant.

Objectives and activities

Background

Unfortunately, due to the ongoing effects of the Covid-19 pandemic we were still not able to re-start Little Apples, our volunteer-led parent support group. In addition, in March 2020, the Covid-19 pandemic caused our planned closure of Out of School Club to be brought forward and in July 2021, the Out of School Club Committee held a final meeting to wrap up loose ends and finalise administration.

For the period September 2020 to August 2021, Appleton Roebuck Pre-school was the sole ARPG group in operation.

Objectives

With the demands, risks and constraints of the ongoing pandemic creating an unpredictable and potentially unsafe environment, our key aims this year were:

- to ensure the safety of children, staff and families attending our groups during the Covid 19 pandemic
- provide a stable, supportive, high quality early years education for the children and families in our community via Pre-school
- review, monitor and address key risks
- seek to maintain stable finances for ARPG
- invest in and improve marketing and communications

Activities

During the course of the September 2020 to July 2021 school year, the government guidance and advice relating to the Covid-19 pandemic changed numerous times, resulting in the need for updates to our policies and changes to our operating procedures.

In March 2021, pre-school was able to open with fewer restrictions and return to our usual child-staff ratios. The children really enjoyed getting back to some normality, still spending as much time as possible outside and enjoying their new portable garden and learning about plants, gardening, insects and related topics.

With restrictions lifting in the summer, the children really enjoyed the excitement of getting together with carer/parent-helpers and going on coaches for trips to Beetle Bank Farm and York Beach Club, which broadened their horizons and stretched their imaginations.

We are immensely grateful to all the staff for taking on extra responsibilities throughout the pandemic. The collective effort of the staff team as well as their individual kindness and generosity meant we were able to provide a safe, happy and inspiring early years education even in very difficult external circumstances.

We are also extremely grateful to the families who use our services, particularly for their support and understanding during the most difficult times of the pandemic.

In this exceptional year, the trustees made the decision that our Halloween and Christmas trail events, which fell during periods of Covid restrictions, should provide much-needed Covid-safe entertainment activities for children and families rather than solely focus on fundraising.

IT, Website and Marketing

This year, we invested in a new website and email provider. This has greatly improved our marketing offer and helped make the organisation more efficient. Our thanks go to Perks Marketing who gave many hours of pro-bono branding, marketing and design work as well as providing a low-cost contract to provide improved email and website hosting services. The

resulting new website is easy to update and maintain, allowing us to provide families with more information and update them current information, which was not previously possible. In addition, a recent investment in software allowed us to become more efficient by streamlining invoicing and administration.

Survey

In early 2021, we conducted a survey to better understand and respond to the demand for childcare and family support groups in our community. We reached out beyond the current membership of ARPG and received 33 responses. The results showed that there was a demand from families for longer preschool hours and for preschool holiday cover. In addition, there was a real desire for more community-based groups and clubs for local families, with sports and nature clubs being the most popular themes.

Financial Review

Appleton Roebuck Pre-School Groups remained financially stable during the period September 2020 to August 2021. This stability was achieved despite loss of income from Out of School Club, disruption caused by the pandemic and return of an overpayment of £4000 to North Yorkshire County Council from Pre-school.

In response to the effects of the pandemic, Appleton Roebuck Parish Council significantly reduced the rental charge of the Parish Rooms. In exchange, we took on extra duties including cleaning the Parish Rooms. We are grateful to the Parish Council for this thoughtful and generous assistance, which allowed us to operate during the pandemic without jeopardising our financial stability.

In this financial year, our ability to raise money through fundraising was limited due to the pandemic. Income from Pre-school childcare fees was the dominant strand of income this year. Overall, income generated from Pre-school childcare fees was relatively high due to the number of children attending Pre-school.

We know from previous reviews that the numbers of children enrolling at our small village Pre-school is influenced by the number of children of eligible age in the local area as well as the working hours and patterns of local families, the effects of marketing and of word-of-mouth recommendations. We also know that enrolment and income will always be higher as the school year progresses, as greater numbers children in each school year group reach the age that they are able to attend.

As the key factor of the number of children of eligible age is not within our control, it is essential that we have sufficient reserves in place (currently £15,000 of reserves, reviewed annually) and have a wider strategy that ensures we remain financial viable during years with lower numbers of eligible pre-school children in the local area: for example, having a strong income generation strategy and effective marketing strategy as well as ensuring we continue to operate our groups at a high standard in order to retain existing families and ensure we receive word-of-mouth recommendations.

Fundraising

During the year, we raised over £2500 through fundraising events and donations, including a gift of £1000 from Tesco. We would like to thank all the volunteers who helped raise both income and morale, especially Laura Swain (volunteer marketing and fundraising); all those who gave prizes and gifts, including Acaster Nursery who generously made in-kind donations of plants and compost for the children's garden in a year when outdoor educational activities were so important; and the many members of our village community who decorated their houses for our Halloween and Christmas Trails.

Banking

Our current accounts remain with CAF Bank, which is dedicated to providing banking facilities to charities. Our savings account remains with Scottish Widows, which holds reserves based on 6 months' staff wages.

Funds Held

The Closing Balance in our Accounts as at 31/08/21 are as follows:

- CAF Pre-School Current Account £12,549
- CAF Fundraising Current Account £37,239
- Scottish Widows Savings Account £15,000

Conclusion

Thank you to everyone involved in Appleton Roebuck Preschool Groups over the financial year 2020/21, whether it be as a donor, member of the CIO, committee member, member of staff or supporter of events.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Appleton Roebuck Preschool Groups

No (if any)
1165924

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Sep-20		31-Aug-20

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					
Fees Received	25,877	-	-	25,877	33,651
Govt Childcare Places	27,625	-	-	27,625	41,811
Grants/Donations	184	-	-	184	471
Other	2,315	-	-	2,315	6,921
Transfer of OOSC Money	14,422	-	-	14,422	-
Fundraising Activities	2,360	-	-	2,360	7,432
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	72,783	-	-	72,783	90,286
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	72,783	-	-	72,783	90,286
A3 Payments					
Staff Costs	43,926	-	-	43,926	68,379
Room Hire	1,150	-	-	1,150	4,045
Operating Expenses	11,417	-	-	11,417	7,857
Transfer of OOSC Money	14,422	-	-	14,422	-
Fundraising Costs/Spend	5,568	-	-	5,568	1,427
Donation to School	-	-	-	-	2,700
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	76,483	-	-	76,483	84,408
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	76,483	-	-	76,483	84,408
Net of receipts/(payments)	- 3,700	-	-	- 3,700	5,878
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 3,700	-	-	- 3,700	5,878

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

Preschool Bank Balance	12,549	-	-
Out of School Club Bank Balance	0	-	-
Fundraising Bank Balance	37,239		
Scottish Widows Cash Account	15,000	-	-
Total cash funds	64,788	-	-

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

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

B4 Assets retained for the charity's own use

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

B5 Liabilities

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

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

Signature	Print Name	Date of approval



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

ARLETON ROEBUCK PRESCHOOL GROUPS

On accounts for the year
ended

31 AUGUST 2021

Charity no
(if any)

1166924

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

11 MAY 2022

Name:

OLIVER STOWE

Relevant professional
qualification(s) or body

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

(if any):

Address:

S WESTFIELD DRIVE

APPLETON ROEBUCK

70RK 1023 7EG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NO MATTERS TO HIGHLIGHT