

Registered number  
07556426

Charity number  
1167296

Padnell Pre-School  
Report and Unaudited Accounts  
31 August 2021

Sally Grant Limited  
Chartered Accountants

# Trustees' Annual Report for the period

**From** Period start date 1st September 2020 **To** Period end date 31st August 2021

## Section A Reference and administration details

Charity name Padnell Pre-School

Other names charity is known by

Registered charity number (if any) 1167296

Charity's principal address Padnell Avenue

Cowplain

Waterlooville

Postcode PO8 8DS

### 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	Stephanie Smith	Chair		
2	Amey Turner	Secretary		
3	Mandy Grayson			
4	Kaylee Read			
5	Kayleigh Gyles			
6	Diane Kingsbury	Treasurer		
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)	Articles of Association
How the charity is constituted (eg. trust, association, company)	Company Limited by Guarantee
Trustee selection methods (eg. appointed by, elected by)	Elected by members

### 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.

The Pre-School is a charitable company limited by guarantee incorporated in March 2011 and registered as a charity June 2011. The company was established under a memorandum of association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Some trustee/ directors are remunerated for work carried out other than their duties as trustees, in accordance with the articles of association. These services are subject to a written agreement between the individual and the Pre-School, the level of remuneration for these services does not exceed the amount which would customarily be paid for these services and not more than a minority of trustee/directors may be at any time subject to such arrangements.

Trustees are elected annually at the Annual General Meeting.

Most trustees are already familiar with the practical work of the charity. Trustees are given job descriptions for their role as trustee and are encouraged to attend training sessions.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the pre-school and to enable them to ensure that the financial statements comply with the Companies Act 1985. Budgets are completed annually and updated monthly to take into account all factors affecting income and expenditure.

## Section C

## Objectives and activities

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

The aims of the pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

**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)**

We offer appropriate play, education and care facilities and family learning, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.

We encourage the study of the needs of such children and their families and promote public interest in and recognition of such needs in the local areas.

We instigate and adhere to the aims and objects of the Early Years 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.

We have active parent partnerships, involving families of the pre-school to help organise events throughout the year. Due to Covid-19 we were unable to administer any fundraising events, but received £110 grant towards our costs from HCC.

There were Food vouchers grants received to the value of £1,398 of which £1113 had been distributed to vulnerable families, as highlighted by HCC at the year end.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

We will continue working to achieve the Early Years Status through Healthy Early Years Audit and now completed.

Surfers against Sewage – We have achieved single use Plastic Free Nursery Status.

Our web site is now up and running, to which we upload newsletters, and any relevant information for parents/carers to access.

One member of staff has achieved her CACHE Level 4 certificate for the Early Years Advanced Practitioner, and training for taking on SENCO role.

Refurbishment and decorating of pre-school and office facilities.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

A Reserves Policy is in place to allow funds to be available to sustain the pre-school if income falls below expected levels and meet any redundancy obligations or unexpected building maintenance costs.

**Details of any funds materially in deficit**

**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.

It was reported at the accountant end of year meeting, that we had a surplus of £20,000, this had accumulated due to Covid-19 restrictions and it was decided to spend £10,000 of this surplus on refurbishment and decoration of the pre-school. The remaining was agreed to keep in abeyance to cover any losses due to closure, and low numbers in the coming academic year.

**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)



Full name(s)

Stephanie Smith

Position (eg Secretary, Chair, etc)

Chair

Date

5-4-2022

**Independent Examiners' report on the accounts of Padnell Pre-School for the year ended 31 August 2021**

**Respective responsibilities of trustees and examiner**

The charity's trustees (directors) 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.

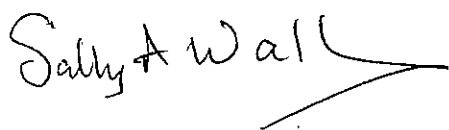
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention to indicate that:

- \* accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- \* the accounts do not accord with such records;
- \* where the accounts are prepared on the accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)

\*any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

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.



Mrs S A Walker  
FCA FCIE  
3 Ladybridge Road  
Purbrook  
Waterlooville  
Hampshire  
PO7 5RP

11 April 2022

**Padnell Pre-School****Registered number:****07556426****Charity number:****1167296****Directors' Report**

The directors present their report and accounts for the year ended 31 August 2021.

**Principal activities**

The company's principal activity during the year continued to be the provision of a pre-school for the advancement and education of children.

**Directors**

The following persons served as directors during the year:

Stephanie Smith	Chair	appointed	16/10/2020
Portia Skyrme	Chair	resigned	16/10/2020
Amey Turner	Secretary	appointed	16/10/2020
Amanda Grayson			
Kayleigh Gyles			
Kaylee Read			
Diane Kingsbury			
Tara Oldfield		resigned	16/10/2020
Wendy Evans		resigned	16/10/2020

The directors have had regard to the guidance issued by the Charity Commission on public benefit.

**Achievements and Performance**

Please view the Trustees Annual Report for achievements in the year.

**Financial Review**

There has been a major reinvestment in toys equipment in order to keep the pre-school Covid-safe. This has resulted in a deficit for the year of £6,004.

**Small company provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on <sup>11</sup>~~30~~ April 2022 and signed by its order.



Diane Kingsbury  
Director

**Padnell Pre-School**  
**Profit and Loss Account**  
**for the year ended 31 August 2021**

	Notes	2021 £	2020 £
<b>Turnover</b>		135,916	143,001
Direct Costs		(108,378)	(93,170)
<b>Gross surplus</b>		<u>27,538</u>	<u>49,831</u>
Administrative expenses		(33,543)	(27,681)
<b>Operating (deficit)/surplus</b>		<u>(6,005)</u>	<u>22,150</u>
Interest receivable		1	21
Interest payable		-	-
<b>(Deficit)/surplus on ordinary activities before taxation</b>		<u>(6,004)</u>	<u>22,171</u>
Tax on (deficit)/surplus on ordinary activities		-	-
<b>(Deficit)/surplus for the financial year</b>		<u>(6,004)</u>	<u>22,171</u>



**Padnell Pre-School**  
**Statement of Financial Activities**  
**for the year ended 31 August 2021**

	<u>2021</u> Unrestricted Funds	<u>2021</u> Restricted Funds	<u>2021</u> Total Funds	<u>2020</u> Last Year
<b>Incoming Resources</b>				
Fees from operating activities	12,924	-	12,924	11,492
Grants for operating activities	121,122	1,398	122,520	130,620
Fundraising and activities	0	-	0	478
Uniform sales	472	-	472	411
Interest received	1	-	1	21
<b>Total income</b>	<b>134,519</b>	<b>1,398</b>	<b>135,917</b>	<b>143,022</b>
<b>Expenditure</b>				
Pre-School running costs	104,067	1,299	105,366	92,575
Sales & training	3,012	-	3,012	595
Fundraising	0	-	0	0
Overheads	18,769	-	18,769	15,083
Administration	14,774	-	14,774	12,598
<b>Total Expenditure</b>	<b>140,622</b>	<b>1,299</b>	<b>141,921</b>	<b>120,851</b>
<b>Net of receipts/(payments)</b>	<b>(6,103)</b>	<b>99</b>	<b>(6,004)</b>	<b>22,171</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds Brought Forward</b>	<b>67801</b>	<b>430</b>	<b>68231</b>	<b>46060</b>
<b>Total Funds carried forward</b>	<b>61,698</b>	<b>529</b>	<b>62,227</b>	<b>68,231</b>
<b>Last Year</b>	<u><b>2020</b></u> Unrestricted Funds	<u><b>2020</b></u> Restricted Funds	<u><b>2020</b></u> Last Year	
<b>Incoming Resources</b>				
Fees from operating activities	11,492	-	11,492	
Grants for operating activities	130,120	500	130,620	
Fundraising and activities	478	-	478	
Uniform sales	411	-	411	
Interest received	21	-	21	
<b>Total income</b>	<b>142,522</b>	<b>500</b>	<b>143,022</b>	
<b>Expenditure</b>				
Pre-School running costs	92,505	70	92,575	
Sales & training	595	-	595	
Fundraising	0	-	0	
Overheads	15,083	-	15,083	
Administration	12,598	-	12,598	
<b>Total Expenditure</b>	<b>120,781</b>	<b>70</b>	<b>120,851</b>	
<b>Net of receipts/(payments)</b>	<b>21,741</b>	<b>430</b>	<b>22,171</b>	

**Padnell Pre-School**  
**Registered number:**  
**Balance Sheet**  
**as at 31 August 2021**

07556426

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	3	4,209	5,611
		<u>4,209</u>	<u>5,611</u>
<b>Current assets</b>			
Stocks		473	374
Debtors	4	2,903	2,536
Cash at bank and in hand		57,496	67,086
		<u>60,872</u>	<u>69,996</u>
<b>Creditors: amounts falling due within one year</b>	5	(2,854)	(7,376)
<b>Net current assets</b>		<u>58,018</u>	<u>62,620</u>
<b>Total assets less current liabilities</b>		<u>62,227</u>	<u>68,231</u>
<b>Provisions for liabilities</b>		-	-
<b>Net assets</b>		<u>62,227</u>	<u>68,231</u>
<b>Capital and reserves</b>			
Unrestricted Funds		61,698	67,801
Restricted Funds		529	430
<b>Shareholder's funds</b>		<u>62,227</u>	<u>68,231</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.



Stephanie Smith

Director

Approved by the board on 30 April 2022

**Padnell Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2021**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland.

***Turnover***

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

***Tangible fixed assets***

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Equipment	over 10 years
-----------	---------------

***Stocks***

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first in first out method. The carrying amount of stock sold is recognised as an expense in the period in which the related revenue is recognised.

***Debtors***

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts.

***Creditors***

Short term creditors are measured at transaction price (which is usually the invoice price).

***Taxation***

A current tax liability is recognised for the tax payable on the taxable profit of the current and past periods. The company is registered as a charity and is exempt from corporation tax on its main activities.

***Provisions***

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

***Pensions***

Contributions to defined contribution plans are expensed in the period to which they relate.

**Padnell Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2021**

<b>2 Employees</b>	<b>2021 Number</b>	<b>2020 Number</b>
Average number of persons employed by the company	11	11
<b>3 Tangible fixed assets</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 September 2020	14,029	14,029
Additions	-	-
Surplus on revaluation	-	-
Disposals	-	-
At 31 August 2021	14,029	14,029
<b>Depreciation</b>		
At 1 September 2020	8,418	8,418
Charge for the year	1,402	1,402
Surplus on revaluation	-	-
On disposals	-	-
At 31 August 2021	9,820	9,820
<b>Net book value</b>		
At 31 August 2021	4,209	4,209
At 31 August 2020	5,611	5,611
<b>4 Debtors</b>	<b>2021 £</b>	<b>2020 £</b>
Trade debtors	696	392
Other debtors	2,207	2,144
	2,903	2,536
Amounts due after more than one year included above	-	-
<b>5 Creditors: amounts falling due within one year</b>	<b>2021 £</b>	<b>2020 £</b>
Trade creditors	1,723	6,853
Other taxes and social security costs	519	523
Other creditors	612	-
	2,854	7,376

**Padnell Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2021**

<b>6 Creditors: amounts falling due after one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	-
Other creditors	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

**7 Other information**

Padnell Pre-School is a private company limited by guarantee and incorporated in England. Its registered office is:  
 Padnell Avenue  
 Cowplain  
 Waterloooville  
 Hampshire  
 PO8 8DS

**Padnell Pre-School**  
**Detailed income and expenditure account**  
**for the year ended 31 August 2021**

	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
<b>Turnover</b>	135,916	143,001
Pre-School Running Costs	(108,378)	(93,170)
<b>Gross surplus</b>	<u>27,538</u>	<u>49,831</u>
Administrative expenses and premises	(33,543)	(27,681)
<b>Operating (deficit)/surplus</b>	<u>(6,005)</u>	<u>22,150</u>
Interest receivable	1	21
Interest payable	-	-
<b>(Deficit)/surplus before tax</b>	<u>(6,004)</u>	<u>22,171</u>

**Padnell Pre-School**  
**Detailed income and expenditure account**  
**for the year ended 31 August 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Grants	122,520	130,620
Fees from Parents	12,924	11,492
Fundraising and events	-	478
Uniform	472	411
	<u>135,916</u>	<u>143,001</u>
<b>Pre-School Running Costs</b>		
Staff Costs	91,596	89,348
Employer's NI	419	1,770
Consumables and Snacks	1,544	1,287
Food vouchers	1,113	-
Equipment expensed	10,694	170
	<u>105,366</u>	<u>92,575</u>
<b>Sales and training</b>		
Uniform purchases including staff, adjusted for stock	702	398
Staff training and DBS	2,310	197
	<u>3,012</u>	<u>595</u>
<b>Fundraising Costs</b>		
Fundraising costs	-	-
Event costs	-	-
	<u>-</u>	<u>-</u>
<b>Premises costs:</b>		
Rent	9,869	9,869
Rates	271	479
Service charges	1,369	2,198
Light and heat	1,174	927
Repairs and maintenance	1,536	36
Office equipment	1,781	-
Cleaning	2,716	1,565
Garden maintenance	53	9
	<u>18,769</u>	<u>15,083</u>
<b>Administrative expenses</b>		
Employee costs:		
Directors' salaries	4,953	4,523
Directors' salaries - admin 95%	(4,705)	(4,297)
Administration	4,705	4,297
Pensions	2,237	1,750
	<u>7,190</u>	<u>6,273</u>

**Padnell Pre-School**  
**Detailed income and expenditure account**  
**for the year ended 31 August 2021**

	2021 £	2020 £
<b>General administrative expenses:</b>		
Telephone and internet	726	542
Postage and stationery	1,762	552
Subscriptions	485	474
Insurance	1,585	1,584
Computer expenses	922	753
Depreciation	1,403	1,403
Bad debts	-	45
Sundry expenses	101	372
	<u>6,984</u>	<u>5,725</u>
<b>Legal and professional costs:</b>		
Accountancy fees	600	600
Other legal and professional	-	-
	<u>600</u>	<u>600</u>
<b>Total administrative costs including premises</b>	<u>33,543</u>	<u>27,681</u>