



LONG ITCHINGTON PRE SCHOOL & OUT OF SCHOOL CLUB

Trustees' Annual Report for the year ending 31st August 2021.

Charity Number: 1170843

Address: Stockton Road, Long Itchington, Southam, CV47 9QP

Trustees: Alexandra Feasey (whole year)
Emma Lenihan (whole year)
Becky Pell (whole year)

Senior Staff: Claire Hopkins
Sarah Amaira

Note: Unusual Circumstances – COVID 19.

Objectives and Activities

There are two purposes of this Charity.

- 1) to help children and young people with educational training, by providing pre-school care for children aged two to five years old for up to nine sessions per week. Each session lasts for three hours 9am–12pm & 12pm–3pm.
- 2) to run a safe and fun out of school club for Long Itchington Primary School. 10 sessions per week. AM sessions = 1hr 7.45am – 8.45 am. PM sessions = 2hr 45min 3.15pm – 6.00pm. We also run ad hoc Holiday Clubs in school holidays as competitively as possible to help the parents of the local community.

The charity aims to enhance the development and education of children by encouraging parents to understand and provide for the need of their children through community groups. In planning the objectives and activities of the Charity, the Trustees have reviewed the guidance provided by the Charity Commission. The purposes of the charity are exclusively charitable and have been prepared in accordance with the requirement of the Charities Act 2011 ("the Act").

Achievements and performance

Luckily from the last few years we had surplus funds which has enabled us to keep the setting in a positive cash position this year, this, along with the help of the part payments from the Job retention scheme. Sadly, due to the vast decrease in numbers for September 2020 we had to restructure the business in early June/July 20. This has taken our staff from 12 to 6. We hoped this would increase again once people return to work, but this year has proved that the world is a very different place. We still remain at 6 still for year end 31st Aug 21.

Financial Review

Revenue for last year was 138k as apposed to 118k this year.
Expenditure for the charity is closely monitored and for this period and it was 123k. This has left the business with a -5k loss.

Long Itchington Pre-school & Out of School Club | Charity No. 1170843

Stockton Road, Long Itchington, Southam, Warwickshire CV47 9QP | Telephone 01926 811400 | Ofsted Registration No. EY563360



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This whole year of trading was a very different as numbers were very low and we struggled to maintain a positive position even with halfling our team.

Then this trading year with all the Covid-19 implications, sadly it's been very hard to measure trends. Usually, we would be reporting on a full academic year and be able to provide variances. History has suggested that we normally hit a higher loss figure for the Autumn Term which is then replaced with a more profitable figure during Spring & Summer giving us more of a break-even position.

Structure Governance and Management

Governing Document

Long Itchington Pre-school was established in June 1990 and continued until December 2018 when it was changed to Long Itchington Pre-school & Out of School Club from trading from 1st January 2019.

Long Itchington Pre-school and Out of School Club is governed by a company constitution from the Early Learning Alliance Document.

Appointment and recruitment of Trustees

Trustees are appointed at the Annual General Meeting. The minimum number of Trustees is 3. All 3 trustees are currently all parents of current children or parents of previous children that have been to the setting.

All new Trustees are provided with a committee welcome pack which includes copies of:

- The Charities Constitution
- The latest Financial Accounts
- Code of Conduct
- Confidentiality Agreement

All trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational Structure

The Trustees administer the charity and meet regularly through-out the year, during these meetings all charitable matters are discussed including the raising of funds income structure, ongoing performance and any expenditure. The charity measures performance against budgeted targets and reports annually at the Annual General Meeting, where trustee's resignation and appointments are made in line with the necessary role and requirements.

Risk Management

Management has reviewed the major risks to which the Charity is exposed. Where appropriate systems or procedures have been established to mitigate the risks the Charity faces. Long Itchington Pre-school and Out of School Club benefits from a diligent and dedicated team of Trustees. Costs are closely monitored to ensure the Charity operates within its means. The charity maintains a separate bank account to

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cover its reserves, all of which minimise its exposure to risk. The Charities internal policies in place to mitigate risk are listed on the Charities website.

Reserves Policy

The Charities reserves policy is to maintain reserves at a level adequate to protect its ongoing work from significant fluctuations in service income. This policy is reviewed annually. The Charity aims to hold sufficient reserves to cover three months running costs plus statutory redundancy costs. This value is set aside in a separate bank account which totals £20,019.73. The Charity reserves are therefore adequate, and the Trustees consider that the Charity will continue as a going concern for the foreseeable future. There are no material uncertainties about the Charities ability to continue.

Plans for Future Periods

It is the Trustees intention that the Charity will continue to provide services in line with objectives and activities as noted in these financial statements.

- We are forecasting a reduction in our income for the Autumn Term, as always, the numbers get higher through the school year. OOSC is normally very consistent but due to parents working from home our numbers are much lower.
- The Committee will be closely monitoring our financial position to avoid a deficit at the end of the year. We pride ourselves in staffing our setting well but do not want to find ourselves over staffed.
- To review staff salaries and hourly rates as per national living wage

This Trustees report was approved on October 21st, 2021 and signed on behalf of the board of Trustees by:

Rebecca Pell
Chair of Trustees

.....RM Pell.....

Profit and Loss

Long Itchington Pre-school and Out of School Club 1 September 2020 to 31 August 2021

31 Aug 21

Income

2 Year Old Funding	425
Fundraising Revenue	72
Government Funded Revenue	54,724
Holiday Club Revenue	9,580
Interest Income	3
Job Retention Scheme	5,211
Out of School Revenue	42,994
Pre-school Revenue (Direct to Parents)	5,406
Uniform Revenue for Pre-school	518
Total Income	118,933

Less Cost of Sales

Consumables & Supplies	4,191
Cost of Goods Sold	9,053
Food Shopping	96
Total Cost of Sales	13,340

Gross Profit	105,593
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Less Operating Expenses

Audit & Accountancy fees	3,060
Bank Fees	12
Cleaning	206
DBS Checks	104
Depreciation Expense	6,259
Employers National Insurance	1,185
Entertainment - 0%	513
Entertainment-100% business	535
General Expenses	196
Holiday Club Salary	7,099
Insurance	811
IT Software and Consumables	1,281
Overtime Salaries	1,850
Pensions Costs	1,620
Postage, Freight & Courier	8
Printing & Stationery	557
Rent for Pre-school & OOSC	7,807
Repairs & Maintenance	235
Salaries (Basic Hours)	73,535
Staff Training	1,423
Staff Uniform	627
Subscriptions	773
Telephone & Internet	812
Website Costs	163

Profit and Loss

	31 Aug 21
Total Operating Expenses	110,671
Net Profit	(5,077)

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Long Itchingon Pre-school & Out of School Club

**On accounts for the year
ended**

31st August 2021

**Charity no
(if any)**

1170843

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2021**.

**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:

Lucy Lewitt

Date:

20th April 21

Name:

Lucy Lewitt

**Relevant professional
qualification(s) or body**

AAT

(if any):

Address:

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.