



# Trustees' Annual Report for the period

Period start date Sept 19			Period end date Aug 2020		
From			To		

## Section A Reference and administration details

Charity name

Fulford Preschool CIO

Other names charity is known by

Fulford Preschool

Registered charity number (if any)

1171257

Charity's principal address

c/o St Oswald's School, Heslington Lane, Fulford, York

Postcode

YO10 4LX

### 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	Katie Arrowsmith	Chair		
2	Nick Shipley	Treasurer		
3	Samantha Hopwood	Secretary		
4	Sarah Urmston			
5	Jesper Philips			
6	Leigh Shipley			
7	Neil Smith			
8	Anna Riach			
9	Simon Marsh			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

	<b>Names of the trustees for the charity, if any, (for example, any custodian trustees)</b>	
	<b>Name</b>	<b>Dates acted if not for whole year</b>

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Local Authority Early Years Support Advisor		
	Sue Clark	City of York Council, West Offices, Station Rise, York YO1 6GA

**Name of chief executive or names of senior staff members (Optional information)**

Marion Harvey( Manager ) Josie Handley ( deputy manager)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution	
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation	
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed/re-appointed annually at our AGM, held in October. They are elected by parents.	

### 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 run by a management committee made up volunteers from our parent group, as volunteers from staff and the wider community in Fulford. The management committee is responsible for the overall management of the Pre-School, specifically including: Setting of fees and salaries and ensuring the viability of the Pre-School Fundraising Events Setting and reviewing of policies and procedures Ensuring compliance with all statutory guidelines.

The Trustees are supported by the professional childcare staff employed to run the Pre-School, who are responsible for the smooth running of the setting on a day-to-day basis. The Trustees rely on the staff to implement the policies and procedures and act within statutory guidelines set out for pre-schools (day care standards etc). Regular committee meetings allow discussion and review of pre-school matters with staff.

The Pre-School is registered with OFSTED. We are members of the Pre-School Learning Alliance (PSLA) and are supported by their local staff. The PSLA provides us with resources to ensure we comply with current OFSTED guidelines and within the Charities Act and visit the committee

and/or staff on request. We also receive support and guidance from the City of York Council's Early Years Team.

## Section C

## Objectives and activities

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

Fulford Pre-School aims to enhance the individual child's development through play, in partnership with parents/carers, to create an effective learning environment for all children in a safe, happy and stimulating day care setting.

**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)**

In order to achieve this we will:

Provide a safe, healthy, stimulating and caring environment where children can learn through play and where all their developmental needs are met Promote caring attitudes, tolerance and respect for others and for special educational needs. Treat children with respect and as an individual to build their self-confidence and independence. Promote learning in the Early Years Foundation Stage Curriculum. Develop a successful and active partnership between parents and the Pre-School, supported by an elected committee. Clear all staff with the Disclosure and Barring Service. Support our staff through our staff development programmes.

The focus of the Pre-School remains the desire to provide high quality, affordable, flexible childcare for our local community. This benefits the parents by giving them local choice for childcare, which is of the highest quality and convenience, being on the same site as the local primary school.

In planning activities for the year, we have continued to keep in mind the Charity Commission's guidance on public benefit at our trustee meetings. In particular, we have continued to regularly review our fee structure and bad debt policies and considered carefully and at length our wider social responsibilities.

Many of the children make use of the free 15 hours funding in line with City of York guidelines for early years funding. Early Years' experience outside of the home develops self-confidence, social skills and provides a head start when starting school.

Our inclusion policy ensures that these benefits are available to the local community and beyond, without discrimination.

## 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 encourage our volunteers to be involved through open committee meetings, termly newsletters, termly fundraising events, and participation in sessions.

Unlike many local playgroups, we are proud that we do not have a mandatory parent rota. Many of our parents work, and this would not be achievable. If parents desire, we encourage them to come into the Pre-School as helpers. We also ask parents to help out at our fundraising events.

## Section D

## Achievements and performance

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

Not applicable – please see notes above regarding operating under former charitable status during this period.

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

We maintain reserves of £20,000 to cover the cost of redundancies and a term's running costs should we have to close the Pre-School.

**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.

**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)** Samantha Hopwood

**Full name(s)** Samantha Hopwood

**Position (eg Secretary, Chair, etc)** Chair

**Date** 18/05/21



**FULFORD PRE-SCHOOL**

**REGISTERED CHARITY NUMBER 1171257**

**STATEMENT OF ACCOUNTS**

**For the year ended 31st August 2020**



# Fulford Pre-School

## Receipts and Payments for the year ended 31st August 2020

<u>Receipts</u>	Year ended 31.08.20	Year ended 31.08.19
	£	£
Funding - 2, 3 & 4 year olds	91,076.67	99,244
Fees	27,264.00	40,212
Umbrella Charitable Donation	0.00	6,500
Lottery Community Fund	0.00	9,881
TSYS Donation	0.00	50
<u>Fundraising Income</u>		
Christmas	0.00	10
St Martins	0.00	124
<b>Total Incoming Receipts</b>	<b>118,340.67</b>	<b>156,021</b>
<u>Payments</u>		
Salaries and Staff Costs	121,309.91	118,791
Rent	2,893.46	4,284
Insurance	939.52	929
Telephone, Postage, Printing & Stationery	327.41	582
Ofsted, DBS, Memberships and Licences	1,065.04	174
Courses and Training Costs	319.02	632
Uniforms	0.00	0
Snacks	416.63	1,010
Cleaning and Nappies	22.50	248
Books, Toys, Play Materials and Activities	574.67	1,994
Bank Charges	121.46	193
Premises	0.00	628
Pre-School Events	229.92	420
Fundraising	0.00	5
Miscellaneous Expenditure	0.00	429
Committee Expenditure	8.10	36
ICT	0.00	2,012
Professional Services	1,709.08	976
<u>Toys and Equipment</u>		
Toys from Grants and Funding	636.36	96
Equipment	2,571.96	11,005
<b>Total Payments</b>	<b>133,145.04</b>	<b>144,444</b>
<b>(Deficit) / Surplus for the year</b>	<b>-14,804.37</b>	<b>11,577</b>



## Fulford Pre-School

### Statement of Cash Resources as at 31st August 2020

	2020 £	2019 £
Balance as at 31st August 2019	47,561.21	35,984
(Deficit) / Surplus for the year	-14,804.37	11,577
Balance as at 31st August 2020	<b>32,756.84</b>	<b>47,561</b>

#### Represented by:

Unrestricted Funds		
Current Account	32,756.84	47,561
Deposit Account	0.00	0
Cash in Hand	0.00	0
Restricted Funds		
Current Account	0.00	0
	<b>32,756.84</b>	<b>47,561</b>

### **REPORT BY THE INDEPENDENT EXAMINER TO THE MEMBERS OF FULFORD PRE-SCHOOL**

This is to confirm that I have examined the Receipts and Payments Account for the year ended 31st August 2020, together with the Statement of Cash Resources in accordance with the instructions given to me.

I confirm that these have been prepared from, and are in accordance with the underlying books and records.

*Dawn Paylor*

**Dawn Paylor - Accountant**

19th November 2020





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

Charity Name

FULFORD PRE-SCHOOL

On accounts for the year  
ended

31 AUGUST 2020

Charity no  
(if any)

1171257

Set out on pages

1 - 3

(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 / 2020 .

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:

Dawn Paylor

Date:

20.11.2020

Name:

MRS DAWN PAYLOR

Relevant professional  
qualification(s) or body



(if any):

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Address:

19 CROFT COURT
BISHOPTHORPE
YORK YO23 2RU

**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.

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**FULFORD PRE-SCHOOL**

**REGISTERED CHARITY NUMBER 1171257**

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**For the year ended 31st August 2020**



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qualification(s) or body



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