



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

ELSTON PLAYGROUP

On accounts for the year
ended

31 AUGUST 2020

Charity no
(if any)

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

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 2011 Act and in carrying out my examination, I have followed the 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 (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

J Wright

Date:

27/10/2020

Name:

JAMIE WRIGHT

Relevant professional
qualification(s) or body
(if any):

ACCA

Address:

6 BELTON CLOSE

SANDIACRE

NOTTINGHAM NG10 5PE

NAME	
ADDRESS	
CITY	
STATE	
ZIP	
DATE	

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

I am a resident of the State of _____ and am over the age of _____ years.

Signature of _____

Printed name of _____

Address of _____

City of _____

State of _____

Zip of _____

Date of _____



LOUISIANA STATE LOTTERY COMMISSION

OFFICE OF THE COMMISSIONER

Only complete if the examiner needs to highlight 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.

examine
examine: refer to
and make the
the case of the

examine:
reference: a examination of the...
and examine: the examination of the...



CHARITY COMMISSION
FOR ENGLAND AND WALES

Elston Playgroup

No (if any)

Receipts and payments accounts

CC16a

For the period
from

01/09/2019

To

31/08/2020

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					
CC funding	41,153	-	-	41,153	33,217
Fees	5,042	-	-	5,042	15,141
Fund Raising	938	-	-	938	970
Donations	250	-	-	250	300
Sundries	1,617	-	-	1,617	-
Education grant	500	-	-	500	500
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	49,499	-	-	49,499	50,127
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	49,499	-	-	49,499	50,127
A3 Payments					
Rent	5,807	-	-	5,807	9,246
Wages	39,128	-	-	39,128	37,926
Training	-	-	-	-	355
Insurance	112	-	-	112	-
Premises cost	1,854	-	-	1,854	1,449
Marketing	7	-	-	7	-
Fund raising	-	-	-	-	-
Sundries	2,560	-	-	2,560	1,410
	-	-	-	-	-
Sub total	49,468	-	-	49,468	50,384
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	49,468	-	-	49,468	50,384
Net of receipts/(payments)	31	-	-	31	- 257
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	3,265	-	-	3,265	3,522
Cash funds this year end	3,296	-	-	3,296	3,265

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	Lloyds	3,296	-	-
		-	-	-
		-	-	-
	Total cash funds	3,296	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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

MATT STONE

Date of approval

3/11/2020

Monthly Income / Expenditure

			2019												2020												
		%age Spilt	September	October	November	December	January	February	March	April	May	June	July	August		September	October	November	December	January	February	March	April	May	June	July	August
Income																											
CC Funding	£41,152.94	83%	£0.00	£11,089.49	£0.00	£2,843.30	£3,348.28	£4,227.34	£5,133.39	£14,487.74	£0.00	£0.00	£23.40	£0.00													
Fees	£5,041.82	10%	£160.95	£364.01	£109.80	£546.20	£881.76	£896.50	£1,576.58	£282.06	£0.00	£0.00	£154.80	£59.16													
Education Grant	£500.00	1%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Fund Raising	£937.50	2%	£0.00	£0.00	£12.00	£920.50	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Other Funding	£1,616.75	3%	£0.00	£0.00	£32.28	£1,584.47	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Donations	£250.00	1%	£0.00	£0.00	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
TOTAL INCOME	£49,499.01	£49,499.01	£160.95	£11,453.50	£154.08	£6,144.47	£4,230.04	£5,128.84	£7,209.97	£14,779.80	£0.00	£0.00	£178.20	£59.16													
Expenditure		%age Spilt																									
Salary	£39,127.50	79%	£2,938.30	£3,300.95	£2,984.62	£4,766.83	£3,093.71	£3,596.64	£3,621.74	£3,132.60	£3,023.56	£2,808.45	£2,972.37	£2,857.73													
Utilities	£181.63	0%	£0.00	£0.00	£181.63	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Phone & Internet	£475.05	1%	£41.57	£41.57	£42.95	£43.57	£43.68	£36.23	£37.58	£37.58	£37.58	£37.58	£37.58	£37.58													
Insurance	£112.00	0%	£0.00	£0.00	£0.00	£0.00	£112.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Stationary & Toys	£175.08	0%	£0.00	£0.00	£36.83	£57.19	£20.00	£49.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Training	£0.00	0%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
IT Support & Data storage	£287.76	1%	£5.99	£83.07	£5.99	£5.99	£5.99	£5.99	£124.79	£5.99	£5.99	£5.99	£5.99	£5.99													
Annual Elec Cert	£0.00	0%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Supplies	£754.75	2%	£70.08	£92.23	£90.63	£54.69	£341.30	£13.68	£32.18	£0.00	£0.00	£0.00	£90.06	£0.00													
Flyers and advertising	£7.00	0%	£0.00	£0.00	£0.00	£7.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
School Debt	£5,807.30	12%	£0.00	£2,200.00	£0.00	£1,221.00	£0.00	£1,813.00	£573.30	£0.00	£0.00	£0.00	£0.00	£0.00													
Umbrella	£0.00	0%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00													
Other	£2,559.96	5%	£0.00	£2,013.62	£117.76	£126.00	£128.40	£140.00	£0.00	£0.00	£0.00	£0.00	£0.00	£34.20													
TOTAL EXPENDITURE	£49,468.05		£3,055.94	£7,731.44	£3,440.51	£6,302.27	£3,745.08	£5,655.41	£4,389.59	£3,176.17	£3,067.13	£2,863.01	£3,106.00	£2,935.50													
INCOME OVER EXPENDITURE	£30.96		£2,894.99	£3,722.06	£1,258.43	£167.80	£484.96	£453.67	£820.38	£11,603.63	£3,067.13	£2,863.01	£2,927.80	£2,876.34													

Opening Balance 01 Sept 2019
Closing Balance 24th August 2020
Variance

£3,285.07
£3,296.03
£30.96



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

Period: Sept 1st 2019 to 31st August 2020

Charity name: Elston Pre School

Charity registration number: 1051429

Ofsted Number: EY434209

Objectives and Activities:

Summary of the purposes of the charity	Elston Preschool provides care for children from the age of 2yrs through to 5yrs. Through cognitive, psychosocial and physical development-based learning children learn about their environment, how to verbally communicate with others, how the world around them works all through play and communication.
Our Ethos	To... <ul style="list-style-type: none">– Celebrate each child's uniqueness.– Focus on literacy and numeracy through play.– Connect children to the great outdoors.– Develop each child's understanding of the world around us all,– Foster creativity and imagination.

Structure & Management:

How is the charity constituted?	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	<p>Committee members for 2019-2020 were voted in at the annual meeting on 20th Sept 2019 as per the notes attached.</p> <p>Emily Harrison and Jenny Bell left the committee. Joe Bell stepped into his wife Jenny's position. Matt Stone continued as a member of the committee.</p> <p>All committee members of the 2019-20 year left and a new committee was formed on Oct 12th</p>
Committee Structure 2019-2020:	Matthew Stone (Parent) – Chairperson & Treasurer, Joe Bell (Parent) – Advertising, Recruitment and IT Officer.
Staff Structure 2019-2020:	<ul style="list-style-type: none">• Carrie-Ann Lee – Preschool Manager• Claire Kennedy – Deputy Manager• Jayne Lievesley – Part Time Teacher• Charlotte Smith – Apprentice
Contribution made by volunteers	Volunteers supported the Christmas 2019 fundraising event through selling raffle tickets, providing raffle prizes and supporting during the event.

Financial Review:

Review of the charity's financial position at the end of the period	See Accounts summary. Preschool remains viable subject to a minimum of 250hrs provision per week
Statement explaining the policy for holding reserves stating why they are held	Target of 250 hrs of supervision per week to enable viability. Ideally 300hrs + to build reserves.
Amount of reserves held	No Reserves are held
Reasons for holding zero reserves	Low numbers of children enrolled at preschool over the past 4 years has meant that income has not been enough to generate reserves.
Summary of Accounts	Profit of £30.96

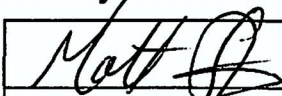
Additional information:

The charity's principal sources of funds (including any fundraising)	County council funding is the principle income for the Preschool. Please refer to the account summary file for more details.
A description of the principal risks facing the charity	Not having enough children at Preschool is the key issue faced by the small rural Preschool.
Accounts:	Please see separate PDF of account summary and Independent Examiners report

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	MATT STONE	
Position (eg Secretary, Chair, etc)	Chair	
Date	30/10/2020	



AGM for Elston Preschool Thursday 8th October 2020.

Attendees:

- April Green
- Donna Muxlow
- Libby Bellis
- Stacey Smart
- Debbie Parr
- Carrie-Ann Lee
- Claire Kennedy
- Matt Stone
- Chris Parker

Apologies:

- Kim Moorhouse
- Joe Bell
- Jayne Livesley

Review of last AGM outstanding Actions:

- Minutes attached at end of this report,
- Building agreement is still outstanding but on hold due to COVID-19 so we are still running under the details of the old document. Details of key contacts will be passed to new committee members so this can be continued when Council are ready.

Chairs address:

Matt welcomed everyone (once IT issues had been resolved), gave a quick over-view of recent events and the below points were then covered during the meeting:

2019-2020 Year:

Difficult year due to COVID-19 which saw us close for many months impacting earning potential (Details further down). 16 children left Preschool at the end of the last academic year to move into primary school which has left a hole in provision provided but as Charlotte finished her apprenticeship staff hours reduced naturally moving into the new academic year.

School relationship:

Details of the ownership of the building are now clear and prior to lock down we (Preschool, School and Nottingham County Council) were working towards a new agreement based on the size of the building, access available and extended hours before and after school each day. All parties were happy to proceed but no progression has been made since early 2020.

During lock down, the school confirmed that no rent was due. All historical debt was paid before the last meeting in early 2020. As no new agreement is in place yet, the school is billing at the rate of the old agreement dated 14th Nov 2013 which confirms the Hourly rate is £3.50.

The new committee need to re-engage on this to enable the extra opening hours and core rate reduction proposed.

COVID Impact on Finances & Fund Raising

Cost of COVID stands at approx. £5,500 due to

- Core income approx. £3,500:
 - No private payments for top up or unfunded hours,
 - Children due to join between March and August not starting so no funding given.
- Fundraising approx. £2,000:
 - No Summer Fair,
 - No Newark marathon annual donation,
 - No donation from Hub, Elston Parish Council or any other supporters.

An application for a COVID impact grant was made to Newark & Sherwood Council but we were unsuccessful due to income reduction being less than 60% of turnover. As per the trustees section below, 83% of funds came from county Council Funding which continued to be paid to us.

Education & Ofsted:

We are due an inspection soon – Carrie will need support from the committee and council to ensure we are ready and receive the desired outcome.

Recruitment and advertising:

16 Children left to go to primary school at the end of 2019-20 Academic year. We have struggled to recruit during the summer but have increased base numbers by 7 children already since the first day of term. There are more due to start but numbers need to be much higher. Recruitment needs to be a key focus for the new committee. A social media campaign including website refresh is needed.

250hrs of provision has been the minimum requirement for sustainability over the past 2 years.

Details will need reviewing based on current and expected over heads but 250 should be the minimum until a new number is confirmed by Carrie and the new committee.

Current numbers are:

- 14 Children
- 195 Hours

From Jan 2021 this number increases to 16 with 259hrs of provision.

Staff:

Charlotte passed her qualifications and finished her apprenticeship; no new apprentice replacement was discussed with Lincoln & Newark college.

Jayne is off sick due to an operation; her hours are currently covered.

Current child to staff ratios are at near tipping point on certain days and will need to be carefully monitored in the next few weeks/months. The need to achieve more hours provision and revenue is a focus and will mean the need for additional but flexible staffing to balance hours V's cost especially through the winter term. The new committee will need to support Carrie with this.

Concerns were raised at the lack of cover for any unexpected absences. The use of volunteer and agency staff support was discussed and will need to be considered moving forwards. It would be good to agree and document a plan for such instances.

Treasurer's Report:

Bank Balance of £12,817.71 as of 8th October.

There are still some outstanding payments for the first term plus those for next term so funds are sufficient through until Feb. Next County Council funding is expected in January. Some form of fund raising would be required.

Break down of Earnings:

Total: £49,499

Council Funding £41,152 or 83%

Private Funding £5,041 or 10%

Fund Raising £2,804 or 5% being the key areas.

Expenditure:

Total: £49,468

Salary £39,127 or 79% and

School Debt £5,807 of 12% (one off, all repaid) being the largest areas.

Despite COVID impact preschool still managed £30.96 profit.

Exposure of £4,000 to HMRC needs a payment plan – Carrie to confirm with HMRC. This is a one off due to incorrect wages process/lack of hand over from last chair to Carrie. Process was corrected at beginning of 2019-20 academic year.

Charity commission submissions:

Accounts prior to 2018-19 were not well kept but all 2015 – last year are now tidy and will need an accountant for approval. Once received these along with these minutes, will be sent to the charities commission for filing -Matt will do this before handing over to the new treasurer.

Election:

- Matt Stone,
- Chris Parker,
- Joe Bell,

step down with immediate effect and hand over to the new team:

- April Green,
- Donna Muxlow,
- Libby Bellis,
- Stacey Smart,
- Debbie Parr,
- Kim Moorhouse.

The new committee will agree roles and responsibilities between them and confirm to Carrie and Matt to ensure records are updated.

Carrie and Matt will provide a check list of forms to be completed etc for each new member of the committee.

Handover of files and documents – need a platform to share documents that all committee can access – once this is agreed Matt can share details I have on File.

Comments from Matt to new committee team were to ensure that everyone supports each other, and roles/responsibilities are divided fairly based on key skills and time available. Suggested that the



below key areas are covered and then what ever else the new committee feel works best. The committee needs to be fun and a team effort sharing is caring 😊.

- Finance
- Fund Raising & Grants
- Ofsted focus
- Office Support

ANNUAL GENERAL MEETING

20th September 2019 at 3.15pm

At Elston Preschool

Attendees: Emily Harrison, Jen Bell, Matt Stone, Robert Green, Carrie Lee, Claire Kennedy, Charlotte Smith

Apologies: Jayne Lievesley (staff), Joe Bell, all other parents of Preschool children were invited

Agenda

1. Welcome, apologies and introduction of the committee
2. Receive the annual report from the Committee.
3. Receive the latest accounts of the Company together with the Committee's report thereon.
4. Appoint members of the committee by vote for the following year.
5. To conduct any other business as brought by the members of the Pre-School to the meeting.

1. Emily welcomed everyone to the meeting, mentioned apologies as listed above and explained the purpose of today. Attendees introduced themselves for Robert's benefits, who was new to Preschool.

2. Committee members gave an overview of the following areas:

Committee

The committee have spent the majority of their time this year on a mixture of renegotiating the school contract, financial organisation and planning, and fundraising. We now have agreement from school to open with extended hours and the next year will see this come into effect. We are currently waiting for the renewed contract from the council to be available to us so that we can plan further. These changes will help to secure us financially for the future.

Ofsted

The timeframe for our next ofsted inspection was extended during last year, so we are still due a visit in the next academic year. Carrie is working through the new inspection framework and she expects 'good' rating were the visit to happen tomorrow.

Fundraising

We have had a successful year of fundraising, with two events plus tea towel sales at Christmas. We agreed that the model of a fair after school on a Friday is a good format to ensure the event is well attended. We made more money from the 2 events last year than from several put together the year before.

With that format in mind, there are some parents who are keen to be on a sub-committee of fundraisers for the coming year, which would be helpful allow the main committee to concentrate on other initiatives.

Finances (See next point on agenda)

Marketing

Getting new children into preschool remains a challenge and we need to rethink our website and online strategy for this. Changes to committee (see below) mean that in the coming year, Joe will look into this for us.

Report from the Preschool manager

Numbers are currently at 252 hours per week, which is an increase on the last few years in September. This is against a target of 300 per week. We are anticipating a large drop to 180 in January (as it stands) because of school's intake into early years. We discussed whether talking to the school about this might be beneficial and agreed that it would be worth asking Lisa Richmod if there was anything that could be done to support Preschool's numbers in relation to this.

3. Matt gave a brief overview of the financial situation. The Preschool account are available to any member of Preschool, who did or did not attend the meeting, on request.

The finances have, again, improved dramatically over the past 12 months, as we have focused on repaying our large historical debt to the school. Currently we have an HMRC bill and a school bill to pay, which will both be covered by the funding payment from the council at the beginning of next month. We are currently working through a situation with the workplace pension which will likely require us to make a lump sum payment which we expect to be able to cover.

4. Jen and Emily expressed their intentions to leave the committee. Joe (Jen's husband) was not able to attend the meeting today but has expressed a wish to replace Jen on committee. Robert (Theodore's Dad) was present and expressed his desire to join the committee too.

This means that for the coming year, Matt will stay on, joined by Joe and Robert. We agreed to continue as "chair-less" committee, with Robert as designated person for Ofsted. The committee will decide on specific areas of responsibility together in the coming weeks. Emily stated that she was happy to help the new committee members to get registered by Ofsted to make the process easier.

5.

Jayne had asked for the following point to be raised:

We need to ensure we plan carefully and sufficiently if we are to open for longer hours.

All at the meeting agreed with this, and feel it is important to make sure staffing, resources and advertising for the new hours are done well. Emily said that Anj from the Early Years team at the council has promised her support in the planning for this move.