

**LITTLE WILLOWS PRE-SCHOOL
(WARWICKSHIRE) CIO**

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020

CHARITY NUMBER: 1176320

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
(Charity No. 1176320)

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FOR THE YEAR ENDED 31 AUGUST 2020

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LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
(Charity No. 1176320)

LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 AUGUST 2020

Charity Name and Number

Little Willows Pre-School (Warwickshire) CIO
Registered Charity Number: 1176320

Charity Address

Whitnash Primary School
Langley Road
Whitnash
Warwickshire
CV31 2EX

Trustees

Chair	-	Susan Harris
Vice Chair	-	David Harris
Secretary	-	Stacey Coulter
Treasurer	-	David Harris
Other	-	Helen Wright
	-	Anjela Heron
	-	Sandeep Cheema
	-	Harriet Tolley

Manager

Susan Harris

Bankers

Santander Bank plc

Independent Examiner

The Ollis Partnership Limited
Nelson House
2 Hamilton Terrace
Leamington Spa
Warwickshire
CV32 ELY

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
(Charity No. 1176320)

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020

History, Objectives and Activities of the Trust

The Charitable Incorporated Organisation (CIO) was established on the 18 December 2017 being the incorporation of Little Willows Pre-School (Warwickshire) Charity No.1075438, and is governed by the Pre-School Learning Alliance Constitution of 1999. The main objective of the charity, as set out in the Constitution, is to enhance the development and education of pre-school children by providing appropriate play facilities and activities to offer opportunities for all children whatever their race, culture, religion, means or ability.

Management and Governance Arrangements

The Constitution provides for:

- a) Three officers (Chair, Secretary and Treasurer), and
- b) Not less than two, nor more than nine, elected members, and
- c) If the committee so desires, not more than three members co-opted by the committee.

The trustees are elected annually at the Annual General Meeting. There is no defined internal training scheme for Trustees.

How our Activities Deliver Public Benefit

The Charity carries out a range of activities in pursuance of its charitable aims. The Trustees consider that the activities summarised below provide benefit to the inhabitants of the local area.

Achievements and Performance of the Trust

The main achievements of the charity during the year are:

- Quality early years education for pre-school children.
- Fund raising events, including Christmas fair, sponsored obstacle course and summer fair.

Financial Review, Investment Policy and Reserves

The charity's principal sources of funds are:

- Nursery Education Grant
- Fees
- Fund Raising

The charity's principal expenditure costs are:

- Staffing costs
- Premises
- Operating costs (including administration and consumables)

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
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TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2020
CONTINUED

The charity has a policy to provide sufficient reserves to finance the pre-school for a six month period.

The expenditure of the charity has provided for quality early years education within a well resourced and stimulating environment supported by motivated, experienced and well trained staff.

Future Plans

The trustees intend to continue providing quality early years education for pre-school children in a similar way to the recent past and to continue to improve the learning environment of the children.

Statement Trustees' Responsibilities

Charity Law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2006. They are also responsible for safeguarding the assets of charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The trustees intend to ask the existing independent examiner to undertake the independent examination of the trust in the following year.

Signed on behalf of the trustees:

Signature:

Name: Susan Harris

Position: Chair

Date 28 June 2021

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
(Charity No. 1176320)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO

I report to the trustees on my examination of the Accounts of Little Willows Pre-School (Warwickshire) for the year ended 31 August 2020.

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination and subject to the above, I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 386 of the 2006 Act; or
2. the accounts do not accord those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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 (other than those mentioned above) in order to enable a proper understanding of the accounts to be reached.

John Alan Davies
On behalf of
The Ollis Partnership Limited
Nelson House
2 Hamilton Terrace
Leamington Spa
Warwickshire
CV32 4LY

28 June 2021

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
(Charity No. 1176320)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED AUGUST 2020

	Notes	2020 £	2019 £
Incoming Resources	8		
Incoming Resources from Generated Funds			
Fees		28,841	38,174
Fundraising		-	2,659
Other Income		4,800	4,819
Incoming Resources from Charitable Activities			
Grants		272,690	272,141
		—————	—————
Total incoming resources		306,331	317,793
		=====	=====
Resources expended	9		
Charitable Activities			
Premises		7,332	25,159
Staff Costs		244,057	266,483
Operating Costs		4,364	9,365
Governance Costs			
Administration		9,908	10,985
Consumables		19,240	17,032
Fundraising		550	1,471
		—————	—————
Total resources expended		285,451	330,495
		=====	=====
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		20,880	(12,702)
		=====	=====
Total funds brought forward		126,206	138,908
		—————	—————
Total funds carried forward		147,086	126,206
		=====	=====

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
(Charity No. 1176320)

BALANCE SHEET AS AT 31 AUGUST 2020

	2020	2019
	£	£
CURRENT ASSETS		
Stock	507	596
Debtors	458	486
Cash at bank and in hand	163,068	141,346
	_____	_____
TOTAL CURRENT ASSETS	164,033	142,428
CREDITORS: Amounts falling due within one year		
Sundry creditors	16,147	15,252
Fees paid in advance	800	970
	_____	_____
TOTAL CREDITORS	(16,947)	(16,222)
	_____	_____
NET CURRENT ASSETS	147,086	126,206
	=====	=====
FUNDS OF THE CHARITY		
UNRESTRICTED FUNDS	147,086	126,206
	=====	=====

Susan Harris
Chair

28 June 2021

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
(Charity No. 1176320)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED AUGUST 2020

1. Accounting Policies

Company Information

Little Willows Pre-School (Warwickshire) CIO is a charitable incorporated organisation and is registered with the charity commission.

Accounting Convention

These financial statements have been prepared in accordance with FRS102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS102”) and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure is required to show a true and fair view.

These financial statements have also been prepared in accordance with:

- Accounting and reporting by Charities
- Statement of Recommended Practice (SORP FRS102)
- The Charities Act 2011

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention.

The principal accounting policies adopted are set out below.

a) Fund Accounting

Unrestricted funds are funds which are available at the discretion of the Trustees in the furtherance of the general objectives of the charity and which have not been designated for other purposes.

b) Incoming Resources and Related Expenditure

Incoming resources are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising or contract income) the resources and related expenditure are reported gross in the SoFA.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020
CONTINUED

c) Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

d) Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service of facility received.

e) Volunteer help

The value of any voluntary help received is not included in the accounts.

f) Investment income

This is included in the accounts when receivable.

g) Expenditure and Liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Staff costs are recognised as and when they become due.

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020
CONTINUED

2. Assets

Tangible fixed assets for use by charity are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost. The insurance value of equipment is given by way of note to the accounts.

3. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable services.

4. Fees for the Examination of the Accounts

	2020	2019
Independent examination	£ 417	£ 400

5. Tangible Fixed Assets

Equipment has an insurance valuation of £20,000.

6. Related Party Transactions

Susan Harris had remuneration of £12,180 for the year (£12,180 – 2019).

7. Employees

The average number of Employees during the period was 12 (11 – 2019).
No employee received total employee benefits of more than £60,000.

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO
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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

8.

**TOTAL
2020** **TOTAL
2019**

INCOMING RESOURCES

Incoming Resources from Generated Funds

Fees

Fees	17,227		23,378
Activity & Fruit Fees	-		1,630
Clubs	11,584		12,851
Deposits	30		315
	<hr/>		<hr/>
Total Fees	28,841		38,174

Fundraising

Uniform	-		656
Fundraising Events	-		965
Photography	-		694
Obstacle Course	-		344
	<hr/>		<hr/>
Total Fundraising	-		2,659

Other Income

Bank Interest	423		351
Hot lunches	2,842		3,449
Trips	-		776
Other	1,535		243
	<hr/>		<hr/>
Total Other Income	4,800		4,819

Incoming Resources from Charitable

Activities Grants

Nursery Education Grant	189,058		203,985
Two year funding	33,634		37,564
IDS	35,572		30,592
Covid Support Grants	13,926		-
Apprentice Incentive Payment	500		-
	<hr/>		<hr/>
Total Grants	272,690		272,141

TOTAL INCOME	306,331	317,793
	<hr/> <hr/>	<hr/> <hr/>

LITTLE WILLOWS PRE-SCHOOL (WARWICKSHIRE) CIO

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020

9.	TOTAL 2020	TOTAL 2019
RESOURCES EXPENDED		
CHARITABLE ACTIVITIES		
Premises		
Rent	5,499	4,123
Utilities	943	845
Rates	195	375
Refurbishment	-	18,470
General Maintenance	695	1,346
Total Premises	7,332	25,159
Staff Costs		
Wages	202,463	170,055
Employers NIC	7,294	7,719
Training	3,361	4,090
Travel Expenses	248	301
Pension	17,653	28,005
Staff Cover	10,121	54,075
Staff Recruitment	2,843	2,202
Staff Welfare	74	36
Total Staff Costs	244,057	266,483
Operating Costs		
Equipment	3,354	7,231
Visiting Professionals	990	1,540
Trips	-	594
Hire	20	-
Total Operating Costs	4,364	9,365
GOVERNANCE COSTS		
Administration		
Stationery	7,455	6,635
Telephone/Broadband	748	1,685
Professional Fees	500	960
Equipment Insurance	1,205	1,085
Fees Refunded	-	129
Deposits Refunded	-	385
Subscriptions	-	106
Total Administration	9,908	10,985
Consumables		
Wrap Around	432	724
Activities	12,983	10,905
Refreshments	525	848
Cleaning	1,749	1,521
Certificates & Stickers	-	49
Fruit	627	1,165
Hot lunches	2,924	1,820
Total Consumables	19,240	17,032
Fundraising		
Uniform	427	407
Events Expenses	61	412
Photography	-	495
Other	62	157
Total Fundraising	550	1,471
TOTAL RESOURCES EXPENDED	<u>285,451</u>	<u>330,495</u>