

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

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2021**

**CHARITY NUMBER: 1176320**

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

**INDEX TO ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

**Pages**

<b>2.</b>	<b>Legal and Administrative Information</b>
<b>3 - 4.</b>	<b>Trustees' Report</b>
<b>5.</b>	<b>Independent Examiner's Report</b>
<b>6.</b>	<b>Statement of Financial Activities</b>
<b>7.</b>	<b>Balance Sheet</b>
<b>8 – 12.</b>	<b>Notes to the Accounts</b>

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

**LEGAL AND ADMINISTRATIVE INFORMATION**  
**FOR THE YEAR ENDED 31 AUGUST 2021**

**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	-	Alison Armitage
	-	Harriet Tolley
	-	Angela Heron

**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 2021**

**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**  
(Charity No. 1176320)

**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2021**  
**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 23 May 2022

**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 2021.

**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

23 May 2022



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

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED AUGUST 2021**

	Notes	2021 Year ended 31 August 2021 £	2020 Year ended 31 August 2020 £
<b>Incoming Resources</b>	<b>8</b>		
<b>Incoming Resources from Generated Funds</b>			
Fees		45,789	28,841
Fundraising		1,529	-
Other Income		4,739	4,800
<b>Incoming Resources from Charitable Activities</b>			
Grants		228,935	272,690
		<hr/>	<hr/>
<b>Total incoming resources</b>		280,992	306,331
<b>Resources expended</b>	<b>9</b>		
<b>Charitable Activities</b>			
Premises		8,953	7,332
Staff Costs		210,644	244,057
Operating Costs		22,626	4,364
<b>Governance Costs</b>			
Administration		9,159	9,908
Consumables		15,543	19,240
Fundraising		462	550
		<hr/>	<hr/>
<b>Total resources expended</b>		267,387	285,451
		<hr/>	<hr/>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		13,605	20,880
			-
<b>Total funds brought forward</b>		147,086	126,206
		<hr/>	<hr/>
<b>Total funds carried forward</b>		160,691	147,086
		<hr/>	<hr/>

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

**BALANCE SHEET AS AT 31 AUGUST 2021**

	2021 £	2020 £
<b>CURRENT ASSETS</b>		
Stock	652	507
Debtors	458	458
Cash at bank and in hand	174,619	163,068
	<hr/>	<hr/>
<b>TOTAL CURRENT ASSETS</b>	175,729	164,033
 <b>CREDITORS: Amounts falling due within one year</b>		
Sundry creditors	14,784	16,147
Fees paid in advance	254	800
	<hr/>	<hr/>
<b>TOTAL CREDITORS</b>	(15,038)	(16,947)
	<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>	<u>160,691</u>	<u>147,086</u>
 <b>FUNDS OF THE CHARITY</b>		
 <b>UNRESTRICTED FUNDS</b>	<u>160,691</u>	<u>147,086</u>

*Susan P. Harris*

Susan Harris  
Chair

23 May 2022



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

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED AUGUST 2021**

**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.

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

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021**  
**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 or 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**  
**(Charity No. 1176320)**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021**  
**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**

	<b>2021</b>	<b>2020</b>
Independent examination	£ 510	£ 500
	<u>=====</u>	<u>=====</u>

**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 – 2020).

**7. Employees**

The average number of Employees during the period was 12 (11 – 2020).  
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 2021**

8.

	<b>TOTAL 2021 Year ended 31 August 2021</b>	<b>TOTAL 2020 Year ended 31 August 2020</b>
<b>INCOMING RESOURCES</b>		
<b>Incoming Resources from Generated Funds</b>		
<b>Fees</b>		
Fees	23,205	17,227
Clubs	22,584	11,584
Deposits	-	30
Total Fees	45,789	28,841
<b>Fundraising</b>		
Uniform	402	-
Fundraising Events	1,127	-
Total Fundraising	1,529	-
<b>Other Income</b>		
Bank Interest	9	423
Hot lunches	3,987	2,842
Other	743	1,535
Total Other Income	4,739	4,800
<b>Incoming Resources from Charitable Activities Grants</b>		
Nursery Education Grant	145,726	189,058
Two year funding	35,117	33,634
IDS	32,292	35,572
Grants	15,800	14,426
Total Grants	228,935	272,690
<b>TOTAL INCOME</b>	<b><u>280,992</u></b>	<b><u>306,331</u></b>

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

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021**

9.

	<b>TOTAL 2021 Year ended 31 August 2021</b>	<b>TOTAL 2020 Year ended 31 August 2020</b>
<b>RESOURCES EXPENDED</b>		
<b>CHARITABLE ACTIVITIES</b>		
<b>Premises</b>		
Rent	7,674	5,499
Utilities	857	943
Rates	39	195
General Maintenance	383	695
Total Premises	<u>8,953</u>	<u>7,332</u>
<b>Staff Costs</b>		
Wages	188,737	215,031
Employer's NIC	9,160	9,165
Training	2,674	3,361
Travel Expenses	1,524	248
Employee's Pension	3,300	3,214
Staff Cover	5,039	10,121
Staff Recruitment	210	2,843
Staff Welfare	-	74
Total Staff Costs	<u>210,644</u>	<u>244,057</u>
<b>Operating Costs</b>		
Equipment	22,626	3,354
Visiting Professionals	-	990
Hire	-	20
Total Operating Costs	<u>22,626</u>	<u>4,364</u>
<b>GOVERNANCE COSTS</b>		
<b>Administration</b>		
Stationery	6,888	7,455
Telephone/Broadband	1,355	748
Professional Fees	510	500
Equipment Insurance	406	1,205
Total Operating Costs	<u>9,159</u>	<u>9,908</u>
<b>Consumables</b>		
Wrap Around	184	432
Activities	8,720	12,983
Refreshments	258	525
Cleaning	1,615	1,749
Certificates & Stickers	-	-
Fruit	786	627
Hot lunches	3,980	2,924
Total Consumables	<u>15,543</u>	<u>19,240</u>
<b>Fundraising</b>		
Uniform	462	427
Events Expenses	-	61
Photography	-	-
Other	-	62
Total Fundraising	<u>462</u>	<u>550</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u><b>267,387</b></u>	<u><b>285,451</b></u>