

REGISTERED COMPANY NUMBER: CE012836 (England and Wales)  
REGISTERED CHARITY NUMBER: 1176528

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 JULY 2020  
FOR  
CHRISTCHURCH PRESCHOOL**

Baker Chapman & Bussey  
Chartered Accountants  
3 North Hill  
Colchester  
Essex  
CO1 1DZ

**CHRISTCHURCH PRESCHOOL**

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FOR THE YEAR ENDED 31 JULY 2020**

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## **CHRISTCHURCH PRESCHOOL**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020**

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The trustees present their report with the financial statements of the Charitable Incorporated Organisation (CIO) for the year ended 31 July 2020. The financial statements have been prepared under receipts and payments accounting.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The CIO's object is the development and education of children and young people.

##### **Activities**

The CIO works in partnership with parents and carers to promote the learning of preschool children in a safe and caring environment. The Christchurch Preschool is managed by a Trustee led committee of volunteers and a salaried manager. It provides funded and unfunded early education for three and four year old children.

Christchurch Preschool opened in 1974 and operates from two rooms within the Christ Church hall in Colchester, with access to a secure outdoor play area. The preschool opens from Monday to Friday for 38 weeks of the year on a sessional basis, ordinarily offering 7 sessions per week. Morning sessions run from 9.15 am – 12.15pm and the afternoon session runs from 1pm until 4pm. Where children attend both a morning and afternoon session on the same date, there is a lunchtime provision.

##### **Public benefit**

In setting objectives, developing strategies and undertaking activities the Trustees give careful consideration to the Charity Commission's general guidance on public benefit and believe that the CIO's activities this year as represented by this annual report, carry out the CIO's objects for the public benefit.

#### **ACHIEVEMENT AND PERFORMANCE**

The CIO was registered on the 4<sup>th</sup> January 2018 and commenced its activities from 1 August 2018, having taken over the responsibilities and reserves of the existing Christchurch Preschool organisation, registered with the Early Years Alliance from that date.

It has been a difficult year for the preschool in terms of operation due to the worldwide spread of the COVID-19 virus and the many complex restrictions imposed upon organisations of all types.

The year commenced typically with the preschool running at a medium level capacity. September is usually low in numbers due to children commencing school the September after they turn 4 years old instead of a staggered start in September, January and Easter depending on the term the children turn 5 years old. However, the numbers on register rose from 34 in the Autumn Term to 37 in the Spring Term and many of the children increased the number of sessions in attendance in the second term, after the settling in period. More than three quarters of child places were filled, successfully delivering high quality preschool education in the local community.

When the UK went into lockdown for the first time in March 2020, the preschool was forced to close for a period of time. Whilst the setting was offered as a provision for key workers, it was not selected to remain open for this purpose during lockdown. When the government announced that the childcare funding would still be paid, it became apparent that the preschool was not eligible to claim full furlough for its staff, as the childcare funding is allocated to pay the staff rather than other running costs. Therefore, after calculation, the preschool was able to claim furlough for one member of staff. We were also able to reduce running costs when the Christ Church, which owns the premises from which the preschool operates offered a rent holiday initially until September 2020.

The preschool successfully put in place adequate measures as set by the government to enable the preschool to open again on June 10<sup>th</sup> 2020. Adaptations were made to the rooms to enable social distancing and attendance was adjusted to ensure children could be in 'bubbles' with their keyworker at the preschool. Extra hygiene measures were established and staff given full guidance and training as to how the preschool should operate safely. The preschool initially only opened for two days a week with reduced numbers as the uptake from parents was quite low. In these difficult times, the staff have worked tirelessly to ensure that children can maintain their learning, contact with their keyworkers and attend as often as possible in a friendly and welcoming environment.

COVID-19 has obviously had a financial impact due to non-attendance of children, but also due to fewer opportunities to fundraise. Notwithstanding this, the Trustees, committee and parents were still able to raise a high amount of money through fundraising events such as a Welcome BBQ in October, a Disco in January and cinema mornings. It is hoped that going forward as more restrictions are lifted the preschool will be able to hold more fundraising events to increase revenue, but as importantly, bring the community together with fun social events.

The preschool gave its thanks and said goodbye to two Trustees during this financial year, and welcomed four new Trustees, who bring a wealth of different experiences to contribute to the preschool operation.

## **FINANCIAL REVIEW**

### **Financial position**

During this accounting period, the preschool received £59,458 in fees enabling the Charity to carry out its objectives of providing effective preschool education to children in the local community. Receipts have exceeded payments creating a small profit for the year. The Trustees hope to increase the number of children in attendance to bring the preschool to near full capacity by further promotion. It is also hoped that an increase in fundraising and local sponsorship can be pursued for the next accounting period, though this is likely to depend on COVID-19 restrictions being lifted.

### **Reserves policy**

The Trustees would like to continue to hold 3 months reserve in order to cover a term's expenses, as it is preferable to give parents a term's notice to find alternative preschool education for their child. This has been calculated as approximately £15,235 based on this year's costs.

At 31<sup>st</sup> July 2020 the CIO held reserves of £72,651 in the Unrestricted Fund.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Christchurch Preschool is a registered Charitable Incorporated Organisation (CIO). The activities are governed by a CIO Constitution registered 4 January 2008, as amended 1 August 2018.

Trustees are elected at the Annual General Meeting of the charity to serve for a period of two years from the date of their election. They are eligible for re-election after that period.

## CHRISTCHURCH PRESCHOOL

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2020

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#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered (Company) number**

CE012836 (England and Wales)

**Registered Charity number**

1176528

**Address**

Christchurch Preschool  
Ireton Road  
Colchester  
CO3 3NL

**Trustees**

Mrs Nina Simmons	- resigned 21 November 2019
Mrs Claudia Cronshaw	
Mrs Sophie Ferguson	
Mrs Neveen Mahmoud Elmasseek Allen-Tait	- resigned 6 February 2020
Mrs Wendy Bennison	- appointed 21 November 2019
Mrs Rachel Frost	- appointed 21 November 2019
Thomas Ward	- appointed 21 November 2019
Mrs Kelly Turner	- appointed 6 February 2020

**Contact**

Mrs Paula Coleman – Principal  
357 Straight Road  
Colchester  
CO3 9EE

Report of the trustees approved by order of the board of trustees on 2<sup>Nd</sup> February 2021 and signed on the board's behalf by:

Mrs Sophie Ferguson  
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CHRISTCHURCH PRESCHOOL**

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**Independent examiner's report to the Trustees of Christchurch Preschool ('the Charitable Incorporated Organisation')**

I report to the trustees on my examination of the accounts of the Charitable Incorporated Organisation for the year ended 31 July 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 Trustee'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. 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 130 of the Act; or
- (2) the accounts do not accord with those records.

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.

Jacqueline Frost  
ACA  
Baker Chapman & Bussey  
Chartered Accountants  
3 North Hill  
Colchester  
Essex  
CO1 1DZ

5<sup>th</sup> February 2021

CHRISTCHURCH PRESCHOOL

RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2020

	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Receipts</b>				
Donations and Commission	748	-	748	717
Government grants	454	-	454	-
Fundraising Events	2,027	-	2,027	1,621
Fees for Charitable Services	59,458	-	59,458	62,593
Refreshments and Milk	1,303	-	1,303	2,275
<b>Total Receipts</b>	<b>63,990</b>	<b>-</b>	<b>63,990</b>	<b>67,206</b>
<b>Payments</b>				
Cost of Fundraising Events	256	-	256	557
Salaries and National Insurance	49,658	-	49,658	53,986
Pension Contributions	722	-	722	559
Rent	5,778	-	5,778	7,692
Office Expenses	163	-	163	196
AGM Costs and Committee Expenses	-	-	-	81
Insurance	407	-	407	407
Cost of Refreshments and Milk	847	-	847	1,345
Toys and Equipment	292	-	292	389
Staff Training	10	-	10	195
Registration Fees and Subscriptions	314	-	314	640
Cleaning and Maintenance	124	-	124	81
Bookkeeping	1,290	-	1,290	2,497
Accountants fees	1,080	-	1,080	1,320
Miscellaneous	-	-	-	391
<b>Sub-total</b>	<b>60,941</b>	<b>-</b>	<b>60,941</b>	<b>70,336</b>
<b>Payment for Asset and Investment Purchases</b>				
Purchase of Fixed Assets	-	-	-	433
<b>Total Payments</b>	<b>60,941</b>	<b>-</b>	<b>60,941</b>	<b>70,769</b>
<b>Net Receipts / (Payments)</b>	<b>3,049</b>	<b>-</b>	<b>3,049</b>	<b>(3,563)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>3,049</b>	<b>-</b>	<b>3,049</b>	<b>(3,563)</b>
<b>Cash Funds Brought Forward</b>	<b>69,602</b>	<b>-</b>	<b>69,602</b>	<b>73,165</b>
<b>Cash Funds Carried Forward</b>	<b>72,651</b>	<b>-</b>	<b>72,651</b>	<b>69,602</b>

CHRISTCHURCH PRESCHOOL

STATEMENT OF ASSETS AND LIABILITIES  
AT 31 JULY 2020

	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Cash Funds</b>				
Bank Accounts	72,628	-	72,628	69,561
Petty Cash	23	-	23	41
<b>Total Cash Funds</b>	<u>72,651</u>	<u>-</u>	<u>72,651</u>	<u>69,602</u>
<b>Other monetary assets</b>				
Stock	-	-	-	116
Paye/NI refund	-	-	-	2,975
Milk claim	41	-	41	151
Government grant	425	-	425	-
Fees due	213	-	213	-
<b>Total Other monetary assets</b>	<u>679</u>	<u>-</u>	<u>679</u>	<u>3,242</u>
<b>Assets retained for the Charities own use</b>				
Computer Equipment	353	-	353	353
Projector	80	-	80	80
<b>Total Assets</b>	<u>433</u>	<u>-</u>	<u>433</u>	<u>433</u>
<b>Liabilities</b>				
Pension contributions	60	-	60	88
Milk creditor	27	-	27	75
Rent	-	-	-	642
Paye/NI creditor	199	-	199	188
Fees received in advance/repayable	258	-	50	-
<b>Total Liabilities</b>	<u>544</u>	<u>-</u>	<u>336</u>	<u>993</u>

Approved by the Board of Trustees on 2<sup>nd</sup> February 2021 and signed on its behalf by:

Mrs Sophie Ferguson  
Trustee

Mrs Kelly Turner  
Trustee



**1. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 July 2020 or 31 July 2019. (2019: One trustee received a payment of £28 for services provided (included within Salaries)).

**Trustees' expenses**

Two (2019: Three) trustees received reimbursement for expenses totalling £43 (2019: £193), which were incurred on behalf of the Charitable Incorporated Organisation.