

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 2021  
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 2021**

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## **CHRISTCHURCH PRESCHOOL**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2021**

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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 2021. 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**

It has been another challenging year for the preschool due to the continuation of the COVID-19 pandemic and the constantly shifting restrictions imposed upon organisations of all types. The nature of the imposed isolation rules has resulted in it being difficult to staff the preschool on occasions and attendance by the children has fluctuated with the widespread of the Omicron variant. The preschool continued to follow appropriate measures as set by the government to enable the preschool to remain open during the period. Adaptations were made to rooms to enable social distancing where required and extra hygiene measures have remained in place.

The year commenced typically with the preschool running at a strong medium level capacity with 34 children on the register. September is usually low in numbers due to children commencing school the September after they turn 4 years old and parents often delay their younger children starting preschool to January in order to give the extra term to feel more comfortable that they are ready to attend. However, numbers dipped to 30 in the Spring term due to the third national lockdown and only increased in the Summer term to 37 children on register as schools reopened in March and other restrictions slowly began to lift again.

The COVID-19 virus has had a financial impact on the preschool due to the non-attendance of children. The first term was actually the most financially successful due to the higher number of unfunded hours taken up which are charged at a higher rate than the amount received through the government funding.

This financial year is the second where there has been little opportunity to fundraise to boost funds. However, the Trustees, committee and parents were able to raise some money through the Halloween/Autumn and Christmas events by providing outdoor activities and take home activity packs to enhance the children's experience and raise some funds. The Trustees hope that the next financial year will enable more fundraising events with the further lifting of restrictions, in order to increase revenue and bring the community back together again socially.

The preschool gave its thanks to the Chair of trustees who stood down from her post during this period, whilst still remaining a trustee, and welcomed a new trustee and chair.

#### **FINANCIAL REVIEW**

##### **Financial position**

During this period, the preschool received £60,493 in fees enabling the Charity to carry out its objectives of providing effective preschool education to children in the local community. Unfortunately, payments have exceeded receipts creating a loss for the year. The Trustees hope to increase revenue in the forthcoming year by increasing the number of children in attendance for available sessions. With the lifting of COVID-19 restrictions it is hoped that there will be an increase in fundraising and local sponsorship of events. The Trustees intend to meet with the Early Years and Childcare Business Management Consultancy Team in order to obtain advice on how income can be maximised.

**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 £16,780 based on this year's costs.

At 31<sup>st</sup> July 2021 the CIO held reserves of £68,483 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 2018, 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.

**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 Claudia Cronshaw	
Mrs Sophie Ferguson	- resigned 14 December 2021
Mrs Wendy Bennison	
Mrs Rachel Frost	
Thomas Ward	
Mrs Kelly Turner	
Emily Shore	- appointed 1 December 2021
Mrs Chloe Ward	- appointed 24 March 2021

**Contact**

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

Report of the trustees approved by order of the board of trustees on 22 February 2022 and signed on the board's behalf by:

Mrs Claudia Cronshaw  
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 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 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

25 February 2022

CHRISTCHURCH PRESCHOOL

RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2021

	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>				
Donations and Commission	909	-	909	748
Government grants	931	-	931	454
Fundraising Events	526	-	526	2,027
Fees for Charitable Services	60,493	-	60,493	59,458
Refreshments and Milk	92	-	92	1,303
<b>Total Receipts</b>	<b>62,951</b>	<b>-</b>	<b>62,951</b>	<b>63,990</b>
<b>Payments</b>				
Cost of Fundraising Events	65	-	65	256
Salaries and National Insurance	54,144	-	54,144	49,658
Pension Contributions	737	-	737	722
Rent	7,704	-	7,704	5,778
Office Expenses	293	-	293	163
Insurance	407	-	407	407
Cost of Refreshments and Milk	1,167	-	1,167	847
Toys and Equipment	264	-	264	292
Staff Training	159	-	159	10
Registration Fees and Subscriptions	322	-	322	314
Sanitary / PPE	147	-	147	
Cleaning and Maintenance	486	-	486	124
Bookkeeping	-	-	-	1,290
Accountants fees	1,104	-	1,104	1,080
Miscellaneous	120	-	120	-
<b>Sub-total</b>	<b>67,119</b>	<b>-</b>	<b>67,119</b>	<b>60,941</b>
<b>Payment for Asset and Investment Purchases</b>				
Purchase of Fixed Assets	-	-	-	-
<b>Total Payments</b>	<b>67,119</b>	<b>-</b>	<b>67,119</b>	<b>60,941</b>
<b>Net Receipts / (Payments)</b>	<b>(4,168)</b>	<b>-</b>	<b>(4,168)</b>	<b>3,049</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(4,168)</b>	<b>-</b>	<b>(4,168)</b>	<b>3,049</b>
<b>Cash Funds Brought Forward</b>	<b>72,651</b>	<b>-</b>	<b>72,651</b>	<b>69,602</b>
<b>Cash Funds Carried Forward</b>	<b>68,483</b>	<b>-</b>	<b>68,483</b>	<b>72,651</b>

CHRISTCHURCH PRESCHOOL

STATEMENT OF ASSETS AND LIABILITIES  
AT 31 JULY 2021

	Unrestricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Cash Funds</b>				
Bank Accounts	68,460	-	68,460	72,628
Petty Cash	23	-	23	23
<b>Total Cash Funds</b>	<u>68,483</u>	<u>-</u>	<u>68,483</u>	<u>72,651</u>
<b>Other monetary assets</b>				
Milk claim	328	-	328	41
Government grant	-	-	-	425
Fees due	241	-	241	213
<b>Total Other monetary assets</b>	<u>569</u>	<u>-</u>	<u>569</u>	<u>679</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	53	-	53	60
Milk creditor	49	-	49	27
Paye/NI creditor	262	-	262	199
Fees received in advance/repayable	-	-	-	50
<b>Total Liabilities</b>	<u>364</u>	<u>-</u>	<u>364</u>	<u>336</u>

Approved by the Board of Trustees on 22 February 2022 and signed on its behalf by:

Mrs Claudia Cronshaw  
Trustee

Mrs Kelly Turner  
Trustee

**1. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 July 2021 or 31 July 2020.

**Trustees' expenses**

No (2020: Two) trustees received reimbursement for expenses totalling £nil (2020: £43), which were incurred on behalf of the Charitable Incorporated Organisation.