

**JACK AND JILL PRE-SCHOOL BICESTER
CHARITABLE INCORPORATED ORGANISATION**

COMPANY NUMBER: CE012998

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

Jack and Jill Pre-School Bicester - Charitable Incorporated Organisation
Charity Information
Year Ended 31 August 2021

Charity Name: Jack and Jill Pre-School Bicester
Charitable Incorporated Organisation

Company Number: CE012998

Chairperson: Laura Collier

Secretary: Chantall Tattersall

Treasurer: Trevor Dodd

Principle Address: Queens Avenue
Bicester
Oxon
OX26 2NR

Independent Examiners: VT Accountancy
Chartered Certified Accountants
Unit E5
Telford Road
Bicester
Oxon
OX26 4LD

Jack and Jill Pre-School Bicester - Charitable Incorporated Organisation

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Year Ended 31 August 2021

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Objectives and activities

The charity seeks to enrich the development and education of children primarily under statutory school age by enhancing the professional development and career opportunities of staff by;

- Evaluating performance and professional standards
- Setting professional development targets for all preschool staff
- Devising budgets for staff training and professional development
- Securing funding for additional training in specialists areas
- Encouraging staff to apply for promotions and providing relevant training courses to develop their knowledge and understanding
- Management having completed Specialist Safeguarding training including Chairperson (Trustee). Chairperson (Trustee) and Preschool Manager having also completed PREVENT training and child protection development
- Continue to operate a 'buddy' scheme for staff to pair and share good practice, and support each other's development following previous successes

Achievements and performance

The interest in the preschool is high and continues to have a healthy waiting list for all three rooms, for the coming and future years.

Ofsted inspection during 2021 awarded the setting with an Outstanding rating.

Financials

Our preschool has a high number of funded 2 year olds and 3 year olds, we do not have a high level of income from invoiced hours (non-funded children). We are therefore heavily reliant on the government funding i.e. increasing our hourly rates for invoiced children doesn't have a massive impact on our income.

Due to Covid-19 lockdown 2021, we opened to our vulnerable children and our key worker children. Minimal staffing was required to provide care therefore a number of staff members were furloughed again.

Plans for the future

To focus on continuing to support the children and families in the best way we can during the current global pandemic. Minimal future plans are in place due to the uncertainty re the pandemic. Once we have are 'back to normal' we will reassess our plans and work with the preschool manager to give any direction.

Jack and Jill Pre-School Bicester Charitable Incorporated Organisation
Trustees' Report
Year Ended 31 August 2021

Structure, governance and management

The original charity was established in 1993, with the newly formed Charitable Incorporated Organisation being established August 2018.

The trustees who served during the period of 1st September 2020 to 31st August 2021 were;

- Laura Collier (appointed April 2016)
- Trevor Dodd (appointed November 2017)
- Chantal Tattersall (appointed February 2019)

Jack and Jill Pre-School is a member of the Pre-School Learning Alliance, and is regulated and inspected by OFSTED. The Trustees meet with the Preschool Manager approximately once a year to discuss and review how the preschool is running, review the financials, review the forecast and discuss any major purchases. Trustees participate in adhoc meetings to support specific discussions / topics. Trustees are continually in discussion with office staff over email.

The Trustee who takes the role of Chairperson, meets with the Preschool Manager approx every 6 week term, to discuss any staffing issues and the day to day running of the preschool.

The Trustees employ the Pre-School staff and deal with all Staff issues such as pay, training, employment contracts and performance reviews. Office staff are entrusted with the day to day management and financials regarding the preschool. All office purchases made inline with allocated budget are regarded as pre-approved; non budgeted expenses require additional authorisation to be obtained from a minimum of two Trustees.

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustee 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 business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.



Laura Collier, Trustee (Chairperson)

Jack and Jill Pre-School Bicester - Charitable Incorporated Organisation
Independent Examiners Report
Year Ended 31 August 2021

I report on the accounts of the Charity for the Period ended 31 August 2021, which are set out on pages 5 to 6.

Respective responsibilities of the Trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed:-

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- to state when particular matters have come to our attention

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

✓ ~~The accounts have been examined~~ ^{26 May 2022} to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs V J Thomas
F.C.C.A

Date

Jack and Jill Pre-School Bicester - Charitable Incorporated Organisation
Statement of Income and Expenditure
Year Ended 31 August 2021

	Notes	YE/ 31/08/21 £	Y/E 31/08/20 £
Incoming From			
Charitable activities	2	237,033	222,667
Restricted Funds		706	-
Investments	3	6	511
Grant income		15,501	15,066
Rental Income		675	-
Total Incoming Resources		<u>253,921</u>	<u>238,244</u>
Expenditure on:			
Charitable activities	4	224,907	192,332
		<u>224,907</u>	<u>192,332</u>
Net movement in funds		29,014	45,912
Fund balances at 31 August 2020		144,052	98,140
Fund balances at 31 August 2021		<u>£ 173,066</u>	<u>£ 144,052</u>

Jack and Jill Pre-School Bicester - Charitable Incorporated Organisation
Balance Sheet
Year Ended 31 August 2021

	Notes	Y/E 31/08/21 £	Y/E 31/08/20 £
Fixed Assets	5	18,542	15,873
Current Assets			
Nursery Fees Due		8,893	12,776
Prepayments		878	772
Current Account		84,832	64,825
Treasurers Account		77,676	67,290
Cash in hand		310	10
Total Assets		191,131	161,546
Current Liabilities			
Creditors - Short Term		(345)	(1,555)
Accruals and Deferred Income		(10,636)	(15,939)
PAYE Creditor		(7,084)	-
Total Assets less Total Liabilities		<u>£ 173,066</u>	<u>£ 144,052</u>
Income funds			
Unrestricted funds	6	172,360	144,052
Restricted funds		706	-
		<u>£ 173,066</u>	<u>£ 144,052</u>



26 May 2022
Trustees and signed on their behalf:

Laura Collier
Trustee – Chairperson

Date

1. Accounting Policies

- 1.1 These accounts have been prepared in accordance with FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (FRS102”), “Accounting and Reporting by Charities” the Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

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

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principle accounting policies adopted are set out below.

1.2 Going concern

The CIO was set up on 22nd January 2018, the charity began to operate on 1st August 2018 when all of the assets and liabilities from Jack and Jill Pre-School charity number 1028631 were transferred to the CIO. The trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Grants were received from OCC in this period for distribution to families, this grant has not been utilized in full and has therefore been carried forward as restricted funds.

1.4 Incoming resources

Income is recognized when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

1.5 Resources expended

Expenses are included in the financial statements as they become due

Expenses include VAT where applicable as the charity cannot reclaim it.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognized so as to write off the assets less their residual values over their useful lives on the following basis:

Leasehold improvements	10% Straight line
Equipment	20% Straight line
Computers	20% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income/(expenditure) for the year.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

2. Charitable activities

	Y/E 31/8/21	Y/E 31/08/20
	£	£
Fees	234,964	221,953
Fundraising net income	2,054	474
Other incoming resources	15	240
	<u>£ 237,033</u>	<u>£ 222,667</u>

Jack and Jill Pre-School Bicester - Charitable Incorporated Organisation
Notes to the Accounts Cont'd/...
Year Ended 31 August 2021

3. Investments

	Y/E 31/8/21	Y/E 31/08/20
	£	£
Interest receivable	<u>£ 6</u>	<u>£ 511</u>

4. Charitable activities

	Y/E 31/8/21	Y/E 31/08/20
	£	
Purchases	1,552	110
OCC Grant Distributions	3,375	-
Wages	175,720	153,184
Employers pension	5,048	4,251
Telephone	325	1,599
Cleaning materials, biscuits and drinks	2,147	1,906
Play materials and equipment	5,881	3,162
Trips, entertainment	-	551
Postage, stationery, advertising and photocopying	232	363
Computer expenses	741	210
Insurance	1,152	1,115
Subscriptions	1,910	1,761
Rent	4,628	2,314
Light and heat	2,219	2,097
Water rates	-	118
Repairs and renewals	4,088	5,904
Accountancy	3,508	4,167
Sundry expenses	187	45
Staff training	1,365	2,225
Hire of equipment	2,718	1,996
Staff Entertaining	3,693	808
Bank charges	-	147
Legal and professional fees	257	-
Travel and subsistence	-	338
Depreciation	4,161	3,961
	<u>£ 224,907</u>	<u>£ 192,332</u>

Jack and Jill Pre-School Bicester Charitable Incorporated Organisation
Notes to the Accounts Cont'd/...
Year Ended 31 August 2021

5. Fixed Assets

	Computer Equip £	Office Equip £	L/Hold Improv. £	Total £
Cost				
Cost B/Fwd as at 01/09/2020	1,903	14,811	5,031	21,745
Additions		5,830	2,200	8,030
Disposals	-	-	-	-
Cost C/Fwd as at 31/08/2021	<u>£ 1,903</u>	<u>£ 20,641</u>	<u>£ 7,231</u>	<u>£ 29,775</u>
Depreciation				
Depreciation B/Fwd as at 01/09/2020	593	5,431	1,049	7,073
Charge for year	380	3,057	723	4,160
Disposals	-	-	-	-
Depreciation C/Fwd as at 31/08/2021	<u>£ 973</u>	<u>£ 8,488</u>	<u>£ 1,772</u>	<u>£ 11,233</u>
Net Book Value				
As At 30/08/2021	<u>£ 930</u>	<u>£12,153</u>	<u>£ 5,459</u>	<u>£ 18,542</u>
As At 01/09/2020	<u>£ 1,310</u>	<u>£ 10,581</u>	<u>£ 3,982</u>	<u>£ 15,873</u>

6. Statement of Movement in Funds

	At 01/09/20 £	Income £	Expenditure £	At 31/08/21 £
Unrestricted Funds	144,052	253,215	224,907	172,360
Restricted Funds	-	706	-	706
Total Funds	<u>£ 144,052</u>	<u>£ 253,921</u>	<u>£ 224,907</u>	<u>£ 173,066</u>

7. Trustees

One of the Trustees, Mr Trevor Dodd, is the father of the pre-school manager. The Pre-school manager's remuneration is agreed by all Trustees.

8. Employees

Number of employees

The average monthly number of employees during the period was:

	Y/E 31/8/21	Y/E 31/08/20
Jack and Jill Preschool	<u>14</u>	<u>14</u>

Employment costs

	Y/E 31/8/21	Y/E 31/08/20
Wages and salaries	<u>£ 175,720</u>	<u>£ 153,184</u>

There were no employees whose annual salary was £60,000 or more.



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Parties involved with this document

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Thu, 26th May 2022 21:01:49 BST	VT Accountancy Limited - Signer (9fa6e3475328c1eb4f87fb2dbafc350e)
Thu, 26th May 2022 21:01:49 BST	Mr Trevor Dodd - Copied In (73316a0551dcbf984f4ff594c405c684)
Thu, 26th May 2022 21:01:49 BST	Ms Chantall Tattersall - Copied In (508d1db9eacb99150e1551dea2717036)

Audit history log

Date	Action
Thu, 26th May 2022 21:01:53 BST	VT Accountancy Limited viewed the envelope. (18.132.124.34)
Thu, 26th May 2022 21:01:52 BST	Document emailed to party email (35.177.158.222)
Thu, 26th May 2022 21:01:51 BST	Document emailed to party email (35.177.158.222)
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