

CHARITY NUMBER – 1182859

1 DEC 2021

**Report of the Trustees and
Accounts for the year ended
31 July 2021
for
Woodpeckers Preschool CIO**

Woodpeckers Preschool CIO
Trustees' Annual Report

For the year ended 31 July 2021

Charity Number: 1182859

Registered Address: Quaker Lane, Cranbrook, Kent, TN17 2HF.

The trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the twelve months ended 31 July 2021.

THE TRUSTEES

The trustees are Hazel Leah, Hazel Broadley, Laura Cheesman-Haynes, Louise Hatcher, Emma Flint and Alexis Wilson, who were all appointed on 8th April 2019.

The pre-school is administered by an elected committee of parents.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Woodpeckers pre-school is a playgroup for children from the age of two to five years.

The playgroup opened in May 1998 and is registered with OFSTED for a maximum of 24 children a session. The playgroup is governed by a constitution dated 26th September 2018.

The committee undertakes the day-to-day administration and management of the charity.

New trustees are provided with a copy of the latest accounts, a copy of the constitution and a copy of the Pre-school Learning Alliance's Trustees' Welcome Guide.

OBJECTIVES

The aims of the charity are to enhance the development and education of children aged two to five years by offering appropriate play, education and car facilities, encouraging the study of the needs of such children and their families and promoting public interest in, and recognition of, such needs in the local area.

ORGANISATION

The charity is headed up by the Board of Trustees and a voluntary management committee who undertake the day-to-day management. The Trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial or otherwise. 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 and to provide reasonable assurance that:

- the charity is operating efficiently and effectively
- its assets are safeguarded against unauthorised disposal or use
- proper records are maintained and financial information within the charity or for publication is reliable; and
- the charity complies with relevant laws and regulations.

The systems of internal controls are designed to provide reasonable, but not absolute, assurance against material misstatement or loss.

REVIEWS OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

The pre-school is based in a purposely-converted single storey building. The building consists of two large rooms, an office, a kitchen, toilets and baby changing facilities and cloakrooms. Outside there is a covered area, a secure garden with grass, a sandpit and a stone pit. There is also a hard surface play area.

The pre-school is open from 8:30am to 4pm Monday to Friday offering both morning and afternoon sessions with a lunch club 12-1pm.

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Trustees' Annual Report (contd.)

For the year ended 31 July 2021

STAFF

Woodpeckers has seven members of staff. The supervisor has a Level 3 NVQ in Childcare learning and development. One other member of staff completed a foundation degree in Early Years Studies. All staff continue their professional development with relevant training courses.

FUNDRAISING

Woodpeckers held various fundraising events throughout the past year. With changes to employment legislation regarding holiday pay, pensions etc., we anticipate further increases in our wage bills going forward and fundraising will become even more vital to our future.

PROPERTY

Regular maintenance has been carried out.

OFSTED

We were last inspected by OFSTED in July 2019 and were judged 'Good'.

The trustees have paid due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake.

FINANCE

Full details of the results are shown in the financial statements. The Trustees are satisfied with the financial status of the charity and confirm that the charity can meet its liabilities as they fall due.

The land and building from which the pre-school operates are leased from Kent County Council. These are for a period of ten years from 1 April 2019. The annual rent for the building is £5,500 for the first year, £6,000 for the second year, and £6,500 thereafter.

RESERVES/RESOURCES POLICY

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity. These sums have been carefully built up over the twenty years since the pre-school began and provides sufficient funds over and above day-to-day management and administration costs to respond to any major expenditure required due to unforeseen circumstances on the building or in the case of staff redundancies. There is a real possibility of relocation becoming necessary at the end of the current lease period.

If reserves are significantly above the target level, the Committee will earmark them as designated funds. Designated funds are part of the unrestricted funds which trustees have earmarked for a particular project or use, without restricting or committing the funds legally. The designation may be cancelled by the trustees if they later decide that the charity should not proceed or continue with the use or project for which the funds were designated.

The Committee have approved that the designated funds for Woodpeckers preschool CIO should be for the future purchase of a property that the preschool operate out of. This would offer the preschool much greater financial stability in the future.

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For the year ended 31 July 2021

RISK MANAGEMENT

The Trustees have examined the operational risks, which the charity faces, and are satisfied that the systems currently in place are sufficient to enable such risks to be minimised.

Signed on behalf of the Trustees

Approved by the Trustees on  23/11/2021

**Independent Examiner's Report to the Trustees of
Woodpeckers Preschool CIO**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2021, which are set out on pages five to seven.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under under section 145 of the 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 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:

- Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 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.



A. Page CTA, ACA

Date:2 December 2021

Gibbons, Mannington & Phipps LLP
Chartered Accountants
82 High Street
Tenterden
Kent TN30 6JG

Woodpeckers preschool CIO
Charity number : 1182859

Accounts for the year ended 31st July 2021

Receipts and Payments Account

	Year ended 31 July 2021	6 mths ended 31 July 2020
	£	£
Income receipts		
Fees From Parents	28,844	7,301
From voucher agency	97,233	48,850
Fundraising activities	937	212
Donations	102	-
Bank interest	5	38
Grant	4,000	-
Other	1,559	2,135
Transfer of balances of Woodpeckers Preschool and Cranbrook Baby and Toddler group		85,537
	<u>132,679</u>	<u>144,073</u>
Expenditure		
Professional fees	(1,698)	(1,734)
Equipment (inc. toys)	(305)	(88)
Fundraising resources	(220)	0
Property maintenance	(3,320)	(260)
Miscellaneous small items	(625)	(344)
Wages	(84,461)	(40,749)
Insurance	(1,043)	(525)
Premises (rent and utilities)	(21,031)	(1,958)
Clothing	(550)	0
Art supplies	(485)	(116)
Food and drink	(1,474)	(472)
Admin expenses	(3,783)	(790)
Daily cleaning and first aid	(864)	(238)
Training	(2,798)	(294)
	<u>(122,656)</u>	<u>(47,568)</u>
Net receipts for year	10,023	96,505
Cash and bank balances at start of period	96,505	-
	<u>106,528</u>	<u>96,505</u>
Cash and bank balances at year end :		
Current account	44,928	36,614
GMP Client account	716	3,012
Reserve account	60,884	56,879
	<u>106,528</u>	<u>96,505</u>

Payments of £1,516 (£220 - 2020) were made during the year to staff and trustees in reimbursement for consumables purchased on behalf of the preschool. This is due to some consumables being purchased with personal credit cards.

Other income includes £523 (£2,072 - 2020) from the Government staff furlough scheme during the Covid pandemic.

Premises (rent and utilities) includes £9,975.34 paid to Kent County Council for a back payment of rent that arose during the lease renegotiations.