



ANNUAL REPORT

FINANCIAL YEAR 2020

Harpole Pre-School Financial Report

1st September 2020 – 31st August 2021

TABLE OF CONTENTS

Contents

• Company Information _____	1
• Management Summary _____	2
• Objectives and Adjectives _____	3
• Achievements and Performance _____	4-5
• Financial Review _____	6-10
• Independent Auditors Review _____	11

Reference and administration information for the period of 1st September 2020 – 31st August 2021

Charity Number: 1183475

Registered Address:

Old School Hall

School Lane

Harpole

Northampton

NN7 4DR

Board of Trustees:

Chairperson: Sharon Matthews

Deputy Chair: Donna Tarry

Treasurer: Gina Lawrence

Secretary: Kirsten Grundy

Parent Trustee: Sophie Maule

Parent Trustee: Kate Gardner

Structure, Governance and Management

The Charities governing document is the Foundation Model Constitution which came into effect from 15th November 2019.

All parents are invited to stand for election as Trustees. Nominations, elections and appointments are made at the AGM inline with Charity Commission requirements, our constitution and procedures.

Objectives and Activities

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- Promoting their care and safety
- Promoting their education and promoting parental involvement
- Promoting their health and wellbeing
- Providing services to support them and their families and carers.

The Trustees have complied with the guidance issued by the Charity Commission on public benefit. Section 4 of the 2006 Act.

Achievements and Performance

Chairperson Report

My report is a mixture of the 2 roles I hold, Pre-School manager and chairperson, please forgive me if I get it mixed up – I'll put it down to my age.

The last year has had its ups and downs and adjustments that have had to be made to meet the changing circumstances that Covid and government regulations have introduced, amended, got rid of and reintroduced. We started off with the graduation ceremony for the previous years cohort (we weren't going to let them miss it) and then 2 days later we hit the ground running with starting back. Our September intake was pretty much the same as usual with our numbers and children starting in both the Bumblebees and the Butterflies. It started off as normal with the usual concerns of low numbers and a negative budget.

We were unable to hold our usual fundraising activities; scarecrow BBQ, coffee mornings, the pamper night and our Christmas production, all fantastic events that were sorely missed, we had to adapt so we managed to put together a Christmas DVD of singing, some very talented parents made Christmas items to sell and donated proceeds to us, Thank you Rebecca Horsey and Lydia Whitaker. We took part in several outdoor events such as the Pumpkin and Reindeer hunts as well as holding virtual bingo nights and a couple of outdoor cake sales. Finally a bicycle ride was organised by another couple of parents, Katie Grigor and Nicola Jennings and managed to raise over £1000.

Over the year numbers started to increase and places filled up in both rooms, reducing our negative budget and setting us up to make a surplus.

We started our first all year-round Outdoor Explorers for the Butterflies, taking them into the outside world 3 times during the year, behind the preschool and over the fields, finishing with the usual campfire with toasted marshmallows, smores and popcorn. It was very wet and muddy at times, but the children and purple ladies loved every minute. A thank you to Jo Hannam who came in to run the 6 sessions.

We were full by Easter and this started a busy summer of activities.....wet week, sports day, parties and finally graduation, which this year we could hold (with limited numbers), it was lovely to give the Butterflies a proper send off.

The trustees, Sophie, Kate, Kirsten, Gina, myself and Donna have met both virtually and in person to ensure decisions were still made and the preschool could continue to run and thrive. I would like to thank them all for their continued support and dedication to the Pre-School, it cannot stay open without a board and it certainly cannot be the fabulous place it is without this group of women working behind the scenes to ensure every piece of paperwork and legislation is carried out. A special thank you to Gina and Donna who have listened to me rattle on the last year, and I do go on.

I would also like to thank the Purple Ladies who continued to turn up throughout the year, between isolation periods, looking after their own families and adapting to all the changes. They are a fabulous bunch who are committed to ensuring your children receive the best care, offered a variety of experiences and supported in their learning and development like they were their own.

Financial Review

STATEMENT OF FINANCIAL POSITION

We have 12 members of staff and 2 members of staff on the bank.

We rent our premises on a monthly basis.

As a small business we have no liability to pay Business rates or Business NI Contributions.

We have a reserve account; this is for funds put aside to help with 3 months running costs if the Pre-School were to get into financial difficulty. This reserve account is not just for staff wages, it is in case the Pre-School had to close unexpectedly. The Pre-School has a reserve policy which is reviewed annually.

HARPOLE PRE-SCHOOL
CASH BOOK BALANCE
FOR THE YEAR-ENDED 31 AUGUST 2021

Bank Reconciliation at 31/08/2020	<u>£</u>
Current Account Old	1,786.79
Current Account New	21,963.63
Reserve Account	<u>25,063.42</u>
Total	<u>48,813.84</u>

Net Income(Expenditure) for Period	6,214.90
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Cashbook Balance as at 31/08/2021	<u>55,028.74</u>
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Bank Reconciliation at 31/08/2021	
Current Account Old	24,734.23
Current Account New	<u>30,294.51</u>
	<u>55,028.74</u>

Reserve Account

*The funds from the old reserve account have been moved into the old current account

*These will be then transferred into a new reserve account which is currently being set up and the old current account will be closed

Receipts and Payments Account to from 1st September 2020 – 31st August 2021

Profit & Loss

1st September - 31st August 2021

	£
Fees from Parents	37,448.60
Voucher Funding	113,059.25
Interest	0.00
Fundraising Income	5,852.21
Charitable Donations	0.00
Furlough scheme	1,440.42
Registration Fees	990.00
Outdoor Explorers	860.00
EYPP	674.79
Deprivation	330.71
High needs SEN	3,884.07
Snack income	38.23
	£164,578.28
Administration	1,344.05
Bonus	2,700.00
Broken Equipment	750.00
Bumblebee Curriculum Consumables	289.49
Butterfly Curriculum Consumables	985.12
Catering Snacks	1,007.28
Charitable Contributions (Children in need)	57.00
Covid Extra expenses	107.89
Extra Curricular Xmas Party, Graduation, End of Year Parties	796.49
EYPP	547.50

Fundraising Spent To Date	4,227.72
Group Consumables	888.28
Intake	399.97
Keyworker Payments	3,466.79
Kitchen & Cleaning	772.21
Misc	425.96
Old School Hall cleaning items	172.86
Outdoor Explorers	658.58
Outdoor Project	2,925.20
Overtime	7,231.27
Pension	1,310.76
Petty Cash	180.00
Photo Allowance	490.00
Rent	9,999.96
Salaries	107,015.31
SENCO	1,021.72
SENCO High needs	3,901.57
Subscriptions/Insurance	2,519.78
Training	1,242.70
Uniforms	107.44
Spend on toys/consumables from last years budget	820.48
	<u>£158,363.38</u>
<u>BALANCE</u>	<u>£6,214.90</u>

Financial Report

This year has been one of our best financial years to date with an income of £164,578.28 and a profit of £6,214.90. We had the most children on roll at 67 and we had full sessions in both rooms.

Despite the continuation of the Covid pandemic it had a positive impact in the increase of our intake. Particularly in the Bumblebee room for 2-3 years old where parents were keen to send their children due to the lack of socialisation over the past year.

Fundraising still continued to take place despite the pandemic it just meant a change in how it was done. In total £5852.21 was raised through local events such as the Pumpkin Hunt and A December to Remember that Sharon helped to lead and the Harpole Fete.

We invested in an online Early Years Software product called Parenta. Which means we can have all our data in one place. We have started by using it for invoicing but in the coming year we hope to roll it out to all staff.

The outdoor area continually needs investment, this Summer we decided to get rid of the overgrown garden area and put it to better use for the children. We had it decked and we have purchased two wooden buildings (one shop, one stage) which will be put on the decking area which gives the children a larger play area.

Looking Ahead

We need to invest further into our outdoor area there is part of the tarmacked area that will need re-surfacing and new play equipment will be required but this will be a long-term fundraising project. In the short term we are looking at sectioning off part of the outdoor space to create a smaller, quieter area for specific learning.

Independent Auditor's Report

Harpole Pre-School
1st September 2020 to 31st August 2021
Independent Examiner's Report

Independent examiner's report to the Trustees of Harpole Pre-School

I report to the Trustees on my examination of the accounts of the Harpole Pre-School (the Trust) for the year ended 31st 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').

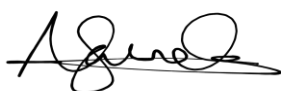
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 Trust 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.



Alex Saunders

2 The Pound, Great Brington, Northampton, NN7 4JQ, 27th June 2022