



ANNUAL REPORT

FINANCIAL YEAR 21-22

Harpole Pre-School Financial Report

1st September 2021 – 31st August 22

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Reference and administration information for the period of 1st September 2021 – 31st August 2022

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: Claire Davis

Parent Trustee: Kate Gardner

Parent Trustee: Chloe Cook

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 in line 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 it was a long year.

The last year was our busiest yet, by Christmas we were already full in the Bumblebee room and had 34 preschoolers on role in the Butterfly room. Numbers were already at the level seen in the Summer term. We also had 16 purple ladies working a variety of shifts and roles within the setting. This meant that although we were financially better off than we had been in previous years we had a different type of pressure, one to ensure that all children received the best possible care and education that they deserve.

Within this cohort (the Covid babies) had a universal delay across their development levels, this was seen across the whole country and we were no exception. Out of the 34 preschools we needed to offer targeted support in the form of small groups and individual one to one to 15 children which is a huge percentage. However Harpole Preschool rose to the challenge and was able to offer specialist SEND support through Ellie Collar, Nicki Marlow who had the role of SEND support within the Butterflies as well as our qualified staff who were all open to extra specialist training and learning a different way of supporting children. We also offered a 3 week workshop which included a circuit specifically designed to support the attending children, we covered, gross and fine motor skills, concentration, focus, listening, balance, body awareness, personal control and play. This was a huge success and one that really made a difference to the children and families involved.

We continued to offer our extra curricula activities.....Outdoor Explorers, Baking Bags, visits to the park, strawberry fields and school, christmas and summer parties, we managed our first proper sports day for 3 years which was a resounding success and enjoyed by all, (although the purple ladies were all VERY tired afterwards) and it was lovely to see so many parents joining in with the races, and then the saddest time...Graduation. This event is so bittersweet, watching and seeing the young people the children have become, feeling proud of who they are and what they have achieved but knowing its time to say goodbye and wish them well on their next journey.

We also were again able to hold our ever-important fundraising events, scarecrow BBQ, afternoon tea gatherings, pamper night, Christmas raffle and the added events of Pumpkin Hunt and Reindeer Trail and all helped fund the extras and new equipment that preschool needed.

With the money raised we were able to make some changes to the outdoor area, purchase new toys and equipment and offer the extra workshops and targeted support, so to all those that helped, took part and donated their time and money.....Thank you.

Gina introduced our wellbeing policy for all staff which included training, sessions to talk, book borrowing and regular sharing of ideas and support for staff and their wellbeing. This has meant staff can open up to others, have someone to talk to or share or just read the information and digest in their own time. Thank you Gina this has been most welcomed by the staff and is an integral part of supporting them in their role as a Purple Lady but also in their wider world.

Unfortunately we did lose several staff last year due to different reasons, babies, new jobs, following lifelong dreams and it was incredibly sad to see them go but we wish them all the best for the future and we continue to see them when they pop in. You can take the lady out of the purple but not the purple out of the lady.

Our trustees, Gina, Donna, Claire, Kate, Chloe and myself continued to meet and work behind the scenes to ensure the preschool ran efficiently, maintained its high standards and continued to be a viable business. 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, again.

I would also like to thank the Purple Ladies who continue to turn up throughout the year, care and go above and beyond for the children who are lucky enough to be part of such an 'outstanding' setting (sorry had to get it in somewhere even though it happened this academic year). 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 17 members of staff.

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 hold reserve funds to help with the running costs if the Pre-School were to get into financial difficulties. This is both for staff wages and running cost in case the Pre-School had to close unexpectedly. We are in the process of closing our Old Reserve Account, which was registered to the previous charity and opening a new one with the current charity details. Whilst this is happening the Reserve funds are being held in the New Current Account in accordance with our Reserve Policy which can be found on our website.

HARPOLE PRE-SCHOOL
CASH BOOK BALANCE
FOR THE YEAR-ENDED 31 AUGUST 2022

Receipts and Payments Account to from 1st September 2021 – 31st August 2022

HARPOLE PRE-SCHOOL
RECEIPTS AND PAYMENT ACCOUNT
FOR THE YEAR-ENDED 31 AUGUST 2022

Bank Reconciliation at 31/08/2021

Current Account New	30,294.51
Current Account Old	24,734.23
Reserve account	0.00
Total	<u>55,028.74</u>

Cashbook Balance as at 31/08/2021 **55,028.74**

Net Income(Expenditure) for Period **Total** **266.88**

Bank Reconciliation at 31/08/2022

Current Account New	55,293.71
Current Account Old	1.91
Reserve account	0.00
Total	<u>55,295.62</u>

Cashbook Balance as at 31/08/2022 **55,295.62**

Financial Activities

Profit & Loss

1st September - 31st August 2022

Income

	<u>Unrestricted</u>
	£
Bank Interest	1.91
Fees from Parents	47,240.57
Voucher Funding	137,707.96
Fundraising Income	7,887.36
Registration Fees	865.00
Outdoor Explorers	1,120.00
EYPP	899.66
Deprivation	135.52
High needs SEN	5,519.46
Snack income	50.00
OSH cleaning items	329.76
	£201,757.20

Expenditure

Administration	-1,740.51
Bonus	-3,017.71

Broken Equipment	-1,675.33
Bumblebee Curriculum Consumables	-396.39
Butterfly Curriculum Consumables	-1,201.31
Catering Snacks	-1,073.20
Extra Curricular Xmas Party, Graduation, End of Year Parties	-1,028.49
EYPP	-947.50
Fundraising Spent To Date	-6,081.82
Group Consumables	-748.34
Intake	-950.39
Keyworker Payments	-2,853.50
Kitchen & Cleaning	-1,407.64
Miscellaneous	-2,401.02
OSH cleaning items	-329.76
Outdoor Explorers	-485.88
Outdoor Project	-3,951.11
Overtime	-11,597.48
Pension	-3,366.22
Petty Cash	-80.00
Rent	-10,860.00
Salaries	-133,033.54
SENCO	-1,638.70
SENCO High needs	-5,588.71
Subscriptions/Insurance	-2,784.33
Training	-1,394.69

Uniforms	-725.33
Well being	-131.42
	<u>-£201,490.32</u>
<u>BALANCE</u>	<u>£266.88</u>

Financial Report

This year has been one of our best with an income of £201,757.20 this is 23% growth on last years. We had 63 children on roll and we had full sessions in both rooms. We had an increase in SEN children this year and committed to supporting these children via extra SEN support, parent workshops and we also provided 1-2-1 support where necessary.

Fundraising continued to grow with a total £7887.36 was raised which was a 34% increase on the previous years. We raised this money from the annual Scarecrow bbq, pamper night, quiz night, cake sales and a sponsored toddle.

The accounts show a surplus of just £266.88, although it's worth noting that we didn't receive all the Voucher Funding we were due in August 2022 and the unpaid amount of £3,220.69 was paid in September 2022 instead, so will show in next year's accounts. Had we received this in August, and it was shown in the current year a truer reflection of the surplus would be £3,487.57 for the year.

New toys replaced broken toys in both rooms and new cameras which we use to produce photos for our learning journeys. New laptops were purchased for all management staff as the old ones were no longer working properly.

As part of our outdoor project, we invested in a wooden stage area which can be used as lookout and reading area for the children. We also had the fence painted to spruce up the outside area. We had a bin store made to section off the bins safely; we had a gate put into section off part of the outdoor area so we can create a quieter outdoor space for the children. We also had a deep clean in the Old School Hall building which was long overdue and was done during the summer holidays.

We produced healthy bags for all children which consisted of toothbrushes, toothpaste, ball, soap, fruit and water for the children as part of our healthy project. We celebrated the Queen's platinum jubilee, and all children and staff received a special coin as a memento.

We also started a new well being programme this year. The knock on effects of the Covid pandemic on both the children and staff have been tremendous. We have introduced well being training for staff, book swap, wellbeing Wednesdays including staff lunches, treats and vouchers to help staff morale and create a nurturing environment for staff to thrive.

Looking Ahead

We are finding that SEN support is increasing year on year, the funding from the Government does not cover these costs and we will need to look at fundraising or grants to cover these additional costs. We still need to invest in the outdoors area including painting the raised beds & playground markings, new play equipment and a growing area.

Our staff are always our biggest asset at Harpole Pre-School. We had 3 permanent members of staff leave us during the year and we employed 4 bank staff members as an interim to see us through the summer term. We need to invest in our new members of staff and ensure all our staff members receive training especially for SEN and what other CPD needs they may have.

Independent Auditor's Report

Independent examiner's report to the Trustees of Harpole Pre-School Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31st August 2022.

Responsibilities and basis of report

As the charity trustees of the CIO, 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 CIO's accounts carried out 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.

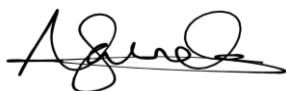
Independent examiner's statement – matter of concern identified

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 as required by section 130 of the Act; or
- The accounts do not accord with those records.

In carrying out my examination I noted that some of the payments to HMRC for PAYE liability did not match the values shown in the payroll records. In response you, the trustees, explained that this related to earlier differences in the values paid versus liability which fell outside of this financial year. You provided your records detailing the payments made and requested additional information from HMRC when asked. This confirmed all liabilities had been paid in full as you reported. You confirmed the differences were an inadvertent lapse in your processes, and you have taken measures to ensure it will not happen again in the future.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Alexandra Saunders

2 The Pound, Great Brington, Northampton, NN7 4JQ

3rd July 2023