



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day1 st	Month- Septemb er	Year 2021		Day 31 st	Month April 22	Year 2022

Section A Reference and administration details

Charity name	Weston Point Pre-School		
Other names charity is known by			
Registered charity number (if any)	1193771-March 22 to August 2023		
Charity's principal address	Off Castner Avenue, Weston Point		
	Runcorn		
	Cheshire		
	Postcode	WA7 4EQ	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Pauline Nichol	Chairperson		Weston Point Pre-School
2	Phillipa Hammond	Secretary		Weston Point Pre-School
3	Kate Silcock	treasurer		Weston Point Pre-School
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation
How the charity is constituted (eg. trust, association, company)	Registered Charity
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Lynne, the pre-school manager, explains the pre-school's policies and procedures required, with regard to the requirements of Ofsted and the EYFS, to existing and new trustees.

All trustees are given a memory stick, which is updated as required, containing all policies and procedures held by Weston Point Pre-School. These policies are adopted by the trustees. As trustees all have their own copy they can read and become familiar with them to enable them to make informed decisions that may arise.

All trustees have had updated level 2 safeguarding training (Oct 22) and Lynne has registered them with the Educare online training. Trustees then can be effective in their role to safeguard children, updating their knowledge as appropriate. Trustees complete an annual declaration form and are all registered live with the update service.

Lynne the manager, informs the Trustees of the daily running of the pre-school and also shares knowledge, regarding finance/funding/staffing/Governmental updates etc..

Pauline Nichol and Kate Silcock appointed in September 2022.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Our Pre-School aims to provide high quality childcare in a safe, stimulating environment for children aged 2-5 years old.
We aim to develop positive parent partnerships.
We aim to achieve the criteria for funding purposes, set out by the local council.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees ensure that policies and procedures are carried out accordingly.

Trustees are happy that we now email newsletters and information. This has helped to cut down costs of ink.

We are now a CIO (Since March 21). We have a new bank account and have changed details with all relevant persons. The committee have been very proactive in helping Lynne to complete all information needed by Ofsted and the banks.

Our business aims and vision remains the same.

We have also enrolled with a HR company. This is to ensure we are abiding fully with Employment Law. Our staff contracts are old and we feel they need to be updated in line with current legislation. As we are not trained in Employment law then paying a HR company is the way to go.

Our inventory has been completed and updated by the Deputy Manager. A copy of this has been sent to all committee members in case an incident occurs, and all equipment is lost.

We have updated our business plan in accordance with the Childcare Sufficiency Assessment document.

Public benefit rules are being upheld.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

All the trustees have been supportive of the pre-school staff. Regular emails have been sent between the committee and Lynne Johnston-manager to keep everyone updated of changes to Government guidance and each time risk assessment has been updated. Trustees supported staff when redundancies were needed to be made. Trustees worked closely with Lynne and Hannah to ensure we followed Employment Law.

We are focusing on the year ahead and are more optimistic about numbers of children coming into the setting in Sept 22. The Trustees are currently helping the pre-school to monitor activities so we can prevent business closure. They are working with Lynne to determine various options that will lower our expenditure, increase funding and ensure we pay staff appropriately to ensure we can retain the highly qualified and experienced staff that we have in employment.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

We have maintained and kept updated, a 5 ways to well being rating and we were the first pre-school to complete a Mental Health and Resilience audit for our setting.

Staff have developed the outside area further and have promoted more science projects, real wood and hammers, dressing area- to develop children's skills in using zips, buttons and velcro.

Emma is completing the level 3 SENDCO qualification. She is now supporting Lynne as a secondary SENDCO in our setting. We have supported SEND children through observations, assessments and referrals, inline with our contract with Halton Borough council.

Emma and Gemma are completing a level 5 qualification. Hannah nearly completion of her level 3 management qualification.

Trustees have trusted, and responded to requests, that Lynne and Hannah have made that have helped us to maintain high quality childcare and a stimulating, safe learning environment for our children.

We ensured that we kept in contact with all parents and children.

With regards to home learning:

We published learning packs on our facebook page, downloaded from Early Years PDP.

We put learning packs, next steps and activity ideas onto our Tapestry page.

We have shared links to phonic songs/activities.

We linked parents up to the 'easypeasy' web site.

We have shared individual support via email.

We shared links to the 'hungry minds' and advice to parents from the Government.

We published daily activities relating to Nature 'wildlife trust'/the horticultural society.

Links to library-talk Halton.

We send activities from the 'Talk Halton' team.

We have worked alongside of the Halton Health Improvement team and have shared information and resources with parents regarding PPP, Fussy eating/Sleeping, Oral Health.

Section E

Financial review

Brief statement of the charity's policy on reserves

We still have £25,000 , transferred to our new NatWest account, to be held in case emergency funds are needed or redundancies are required in this uncertain time.
Once new trustees are appointed and signatories changed we will open a savings account to store the redundancy money in.

Details of any funds materially in deficit

Last year, we were currently struggling for numbers. We have had to use £12,000 from our surplus funds to cover costs, such as staff wages. We contacted the Halton Voluntary Action for advice, and they agreed that we can use the surplus funds for the benefit of the business to supply a service to our customers. This year we have increased our numbers of children from.....in September to by May 23.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Our main source of incoming monies is from the Government funding.

Between March and August, we received- £37,151.96. £65,203 for the year-£26,730 up on last year.

Parental fees- £22,307 for year. £16,314 up on last year.
£43,044 increase in total incomings.

Expenditure- Wages/NICs- £94,597, £47,284 up on last year. This is due to minimum wage increase and staff qualification supplement.

Equipment--£10,129. £3,979 up on last year.- expenditure used to get equipment to support those children on EYPP/DAF.

School donation-£3,000, £2,00 up on last year.

£53,263 increase of outgoings on last year.
£10,219 towards the deficit cost.

Total incoming-96,986/Expenditure-112,583.

Surplus this year (Incomings/outgoings)- 0.00
£15,597 deficit. As we are a non-profit charity business, £12,356 surplus from last year was used to help with rising costs, along with 3241 from redundancy fund.

Total Balance of current account C/F to September 23-
£64,561.93 **(£17,363.50 more than last year)**

Sufficient reserves are retained to cover the costs of an orderly closedown should the funding not continue, principally staff redundancy costs, with a margin to cover short-term fluctuations in cashflow and unforeseen expenditure.

Section F

Other optional information

We changed our status to a CIO as this means not only are they not personally liable for loss of monies, we only need 3 trustees. These do not necessarily have to be parents of the pre-school, as long as, they have interest in the business.

This is to help us with recruiting and retaining trustees as it is becoming more difficult each year. We have many working parents, and they struggle to find the time to help us to run our pre-school.

We have 3 trustees that have agreed to do this role-Good news!

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lynne Johnston	Pauline Nichol
Position (eg Secretary, Chair, etc)	Manager	Chairperson
Date	20.04.2022	

WESTON POINT PRESCHOOL

Charity number 1193771

Annual Report and Financial Statements for the year ended 31 August 2022



Greater Merseyside Community
Accountancy Service

WESTON POINT PRESCHOOL

Annual Report and Financial Statements for the period 10th March 2021 to 31 August 2022

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Statement of assets and liabilities	6
Notes to the accounts	7 & 8

Prepared by the Greater Merseyside Community Accountancy Service

WESTON POINT PRESCHOOL

Trustees' report

The Trustees during the year were:

Name	Position	Dates
Mr Christopher John Brian Jones	Chairperson	
Hannah Arnold		
Philippa Hammond		

The Nursery Manager of the charity during the year was Lynne Johnston

Method of appointment

Election annually by AGM, or interim appointment by trustees until next AGM.

Principal address

Weston Point CP School
Castner Avenue
Weston Point, Runcorn
WA7 4EQ

Bankers

Santander
Bridle Road
Bootle
Liverpool
L30 4GB

Governing document

Charitable Incorporated Organisation registered with the Charity Commission for England & Wales on 10th March 2021 registration number 1193771

Objects of the organisation

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;

Providing services to individuals holding membership of the CIO and furthering the aims of the pre-school learning alliance.

Independent examiner

on behalf of:

Greater Merseyside Community Accountancy Service

St Marie's
Lugsdale Road
Widnes
WA8 6DB

WESTON POINT PRESCHOOL

Trustees' report continued

Financial Review

The charity reports a deficit on the year of (£15,597) ((£12,356) ~ 2021)

Policy on Reserves

Sufficient reserves are retained to cover the costs of an orderly closedown should the funding not continue, principally staff redundancy costs, with a margin to cover short-term fluctuations in cashflow and unforeseen expenditure.

WESTON POINT PRESCHOOL

Independent examiner's report on the accounts of WESTON POINT PRESCHOOL for the year ending 31 August 2022

I report on the accounts of the charity set out on pages 5 to 8

Respective responsibilities of the Management Committee and the examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (the Charities Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- ☐ examine the accounts under section 145 of the Charities Act;
- ☐ to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the Charities Act: and
- ☐ to state whether particular matters have come to my 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:

1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- ☐ to keep accounting records in accordance with section 130 of the Act; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jane Williams

MAAT

Greater Merseyside Community Accountancy Service

St Marie's

Lugsdale Road

Widnes

WA8 6DB

WESTON POINT PRESCHOOL
Statement of Financial Activities
for the year ending 31 August 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Nursery Fees	(2)	22,307	-	22,307	5,993
Halton Borough Council: EYPP		65,203	-	65,203	38,473
Fundraising		141	-	141	106
Other		4,102	-	4,102	68
Voucher		1,069	-	1,069	801
Trips		386	-	386	60
Quality Supplements		3,763	-	3,763	-
Uniform		16	-	16	66
Total receipts		<u>96,986</u>	<u>-</u>	<u>96,986</u>	<u>45,567</u>
Payments					
Salaries and NICs	(3)	94,597	-	94,597	47,313
OFSTED		64	-	64	39
Activities		350	-	350	45
Equipment		10,129	-	10,129	6,150
Sundry		532	-	532	263
Accountancy		450	-	450	-
Telephone, printing, postage & stationery		936	-	936	296
HR Support		119	-	119	596
Insurance		1,225	-	1,225	946
Payroll fees		655	-	655	275
Charity Donation		3,000	-	3,000	2,000
Training		525	-	525	-
Total payments		<u>112,583</u>	<u>-</u>	<u>112,583</u>	<u>57,923</u>
Net receipts / (payments)		<u>(15,597)</u>	<u>-</u>	<u>(15,597)</u>	<u>(12,356)</u>
Transfer of resources from previous charity registration number 1081003		<u>80,159</u>	<u>-</u>	<u>80,159</u>	<u>92,515</u>
Cash fund balances carried forward		<u>64,562</u>	<u>-</u>	<u>64,562</u>	<u>80,159</u>

WESTON POINT PRESCHOOL

Balance sheet

as at 31 August 2022

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Fixed Assets				
Tangible Assets	-	-	-	-
Total fixed assets	-	-	-	-
Current Assets				
Debtors and prepayments	-	-	-	-
Cash at bank and in hand	(3) 64,562	-	64,562	80,159
Total current assets	64,562	-	64,562	80,159
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	-	-	-	-
Total current liabilities	-	-	-	-
Net current assets / (liabilities)	64,562	-	64,562	80,159
Total assets less current liabilities	64,562	-	64,562	80,159
Creditors: amounts falling due after one year	-	-	-	-
Net assets	64,562	-	64,562	80,159
Funds				
Restricted Funds	-	-	-	-
Unrestricted funds	64,562	-	64,562	80,159
Total Funds	64,562	-	64,562	80,159

The financial statements were approved at a meeting of the trustees held on and signed on its behalf by:

Christopher Jones
Chairperson

WESTON POINT PRESCHOOL

Notes to the accounts

for the year ending 31 August 2022

1 Accounting Policies

a Basis of accounting

The Trustees have taken advantage of section 144 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

b Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

c Fund accounting

Funds held by the charity are either:

Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

WESTON POINT PRESCHOOL

Notes to the accounts continued for the year ending 31 August 2022

2 Grants and Donations

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Donations	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

3 Bank and Cash

	2022 £	2021 £
Current account	64,562	49,927
Reserve account	-	30,232
	<u>64,562</u>	<u>80,159</u>

4 Trustee remuneration and expenses

During the period no trustees received any remuneration or expenses

5 Related party transactions

There were no related party transactions to report during the accounting period.

WESTON POINT PRESCHOOL

Charity number 1193771

Annual Report and Financial Statements for the year ended 31 August 2022



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Accountancy Service

WESTON POINT PRESCHOOL

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on behalf of:

Greater Merseyside Community Accountancy Service

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WESTON POINT PRESCHOOL

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WESTON POINT PRESCHOOL
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WESTON POINT PRESCHOOL

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amounts falling due within one year				
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WESTON POINT PRESCHOOL

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for the year ending 31 August 2022

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WESTON POINT PRESCHOOL

Notes to the accounts continued for the year ending 31 August 2022

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Donations	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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