

RISING FIVES PRE-SCHOOL GROUP

**OLD SCHOOL CANTEEN,
FAIRCLOSE,
WHITCHURCH,
HAMPSHIRE RG28 7FG**

**TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR
THE YEAR TO 31ST AUGUST 2020**

Rising Fives Pre-School Group

Trustees' Annual Report and Accounts for the year ended 31st August 2020

Legal and Administrative details

Status

Rising Fives Pre-school Group is a registered charity, charity number 270065.

The principal address of the charity is The Old School Canteen, Wells Lane, Whitchurch, Hampshire RG28 7FG.

Objectives of the Charity

The objectives of the charity are to advance the education of children below compulsory school age. To this end, charges are levied on the users of the facilities on a 'session' basis, enabling staff and other facilities to be maintained. The trustees aim to build a small surplus in order to finance any unexpected repair costs in respect of the building occupied.

Property/Holding/Custodial Trustees

The property occupied by Rising Fives was acquired in 1995 by exercise of squatters' rights. It is held in deed of trust by the following people who are named on the land registry:

- Doreen Lambden
- Sheila Kelland
- Eric Dunlop
- Linda Jones

In addition, Julie Soos is chair of these trustees and witnessed the deed of trust.

Management Committee/Trustees

Day to day running of the charity is handled by the management committee (trustees). They are:

Melanie Reeves	Co Chair	(to 1 st April 2021)
Liz Dowling	Co Chair	(to November 2020)
Charlotte Turley,	Treasurer	(to February 2021)
Alex Calvert	Vice Chair	(to February 2021)
Natalie Etherington	Secretary	
Kerrie Sait		(to September 2020)
Shellie Snuggs		(to September 2020)
Ginny Smith		
Claire Llewellyn Manning		(From July 2020)
Amanda Russell		(From July 2020)
Kerry Mitchell		(From October 2020)
Fran Smeeton		(From October 2020)
Sarah Dalton		(From February 2021)

The Committee (management trustees) is voted in at the Annual General Meeting held at the beginning of each academic year.

Trustee's responsibilities

The management trustees are required under the Charity Act 2011 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, unless the charity is entitled to prepare accounts on the alternative receipts and payments basis. In preparing those financial statements, the management trustees should follow best practice and: -

1. Select suitable accounting policies and apply them consistently
2. Make judgements that are reasonable and prudent
3. 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
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The management trustees are responsible for ensuring that proper accounting records are maintained which disclose, with reasonable accuracy, the financial position of the Charity at any given time and which enable them to ensure that the financial statements comply with applicable laws and regulations. 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.

Rising Fives Pre-School Group

Trustees' Annual Report and Accounts for the year ended 31st August 2020

Report of work undertaken by Rising Fives' Management Committee/Trustees

Overview of the year

Aim: To provide a high standard of education and care for pre-school children aged from 2 years to 5 years, and for the committee to work closely with the staff to continue to maintain the facilities, premises and quality of care at the pre-school.

A full OFSTED inspection was undertaken on the 6th April 2017 which had an outstanding outcome, the pre-school being praised for their excellent quality of education.

Activities: The committee year
Term 1 – September to December

- Assign jobs / responsibilities
- New CRB checks
- Photographer
- Fashion Show
- Christmas party

Term 2 – January to March

- Health and safety check
- Recruitment of Early Years Practitioner
- Fire Extinguisher checks completed
- Quiz Night
- Policies updated
- Pay review
- Make preparations for effect of Covid-19 Pandemic

Term 3 – April to August

- Monitor effect of Covid-19 Pandemic
- Make preparations for opening of Rising Fives in June 20
- Prepare Leavers bags for those children going to school September 20
- Set up and monitor Just Giving Page

Continuous Activities

- Day to day running of the pre-school
- Recruitment of staff
- Advertising and promotion of the pre-school
- Monthly committee meetings

Rising Fives Pre-School Group

Trustees' Annual Report and Accounts for the year ended 31st August 2020

- Notice-board maintenance
- Maintenance of building
- Ongoing updating and renewing of policies
- fundraising

Building maintenance/enhancement/equipment, including:

- Electrical items check
- Annual fire equipment check
- Gas Heater servicing
- New floor in main room
- Asbestos survey
- Bin Emptying
- Building Insurance
- New Fence
- Pest control

Total £ 5817.27

Fundraising, events and other income

- Just Giving page
- Quiz night and raffle
- Christmas card sales
- Fashion Show
- Easy Fundraising
- Photography
- Bank /Building Society interest

Fundraising events/Match Funding	£3079.20
Fundraising Costs	- £169.03
Bank/Building Soc Interest	£ 206.12

TOTAL £3116.29

Staff wages and fees

- Wages: The Committee increased staff wages this year in line with the increase in the minimum wage.
- Additional session preparation and supervising key working time continues to be paid. Staff will also be paid to attend training days.
- In September 2019 the Preschool employed 7 permanent staff and 2 on fixed term contracts
- The payroll continues to be run through accountant, Alan Wooden, for a nominal fee of £46.50 per month to ensure accurate assessment of tax/national insurance requirements and end of year paperwork. Payment is made (online) directly to staff bank accounts by Rachel Abbott.

Rising Fives Pre-School Group

Trustees' Annual Report and Accounts for the year ended 31st August 2020

- Fees:

In September 2019 we had 30 children on role compared to 39 in September 2018.

2019/20 (per year)

Per hour £5.20

EYE Funding

EYE continues to cover fees for the claim term after the child's 3rd birthday. Payment is up to 38 weeks per year. Children are funded for 15 hours free pre school education per week, and a number of children now qualify for an additional 15 hours funding which they take at Rising Fives or use shared with other settings.

Within the EYE Funding we received £472.50 Early Years Pupil Premium Funding this year. The Early Years Pupil Premium provides Hampshire Early education approved settings with extra funding to support children in achieving the best early years outcomes and start they can. The Early Years Pupil Premium provides an extra 53p per hour for three and four year old children whose parents are in receipt of certain benefits and who are formally in local authority care.

We also received £615 Disability Awareness Fund which we used to provide extra support for the child in the setting before, during and after the Covid-19 pandemic lockdown.

Funds retained

At the end of the financial year, the pre-school held £39537.80 in its HSBC bank account (£4657 was prepayment of EYE funding for Autumn 2020) and £27689.27 in its building society account. Rising Fives has a Reserves Policy (please see attached) for money kept in reserve in line with guidance issued by the Charities Commission and the Preschool Learning Alliance.

No value is placed on the property occupied by the charity, which was acquired in 1995 by the exercise of squatters' rights.

September 2020



.....
Natalie Etherington, Secretary,
Management Trustees of Rising Fives Pre-school Group
The Old School Canteen
Wells Lane
Whitchurch
Hants

Rising Fives Pre-School Reserves Policy

Policy Statement

The financial security of our pre-school is important, and so money will be kept in reserve in line with guidance issued by the Charity Commission and the Pre-School Learning Alliance.

The reserve funds amount is available on request from the committee and is held in a separate pre-school savings account. The amount is monitored by the committee. In calculating the minimum amount (target level) held the pre-school assumes the following:

- 3 months running costs with salaries and roles as at September 2020¹.
- No redundancy payments for staff members with less than 2 years of service.

The reserves fund may be called upon to fund:

- Major repairs to the building (roof, flooring, heating & plumbing, boiler etc)
- Upcoming agreed renovation projects
- Potential loss of income due to any fluctuation in numbers of children attending pre-school.
- The need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received.
- Potential staff redundancy payments.
- Replacing equipment as it wears out.
- Potential payments to debtors should the pre-school close.
- Relocation to another site.

This policy should be reviewed annually to make sure the reserves account holds enough to cover future eventualities.

The reserves policy must be reported in the trustees' annual report to the charity commission.

¹ *'All groups are recommended to have at least three month's expenditure in reserve and a sum which covers the calculated redundancy liability' (managing a charitably constituted setting, PSLA).

Rising Fives Pre-School Group

Trustees' Annual Report and Accounts for the year ended 31st August 2020

Rising Fives Pre-School Group

Receipts and Expenditure account for the year 1st September 2019 to 31 August 2020

Receipts	To August 2020	To August 2019
Fees	11961.30	11777.9
Grants and Donations	74266.36	89321.58
Fundraising	3079.2	3571.22
Other Income	365.97	545.47
Bank/Building Society Interest	206.12	145.86
Expenses		
Staff Wages	-66521.92	-75050.98
Utilities	-3006.84	-3159.79
Fundraising Costs	-169.03	-239.81
General Supplies	-705.48	-907.4
Stationery and Postage	-628.13	-761.6
Maintenance and Refurbishment	-5817.27	-3835.15
Insurance	-1566.44	-1561.35
Milk	0	0
Miscellaneous	-3573.76	-4840.58
Grant Expenditure	-1972.47	-3522.3
Resources	-1905.48	-2095.9
	-85866.82	-95974.86
Net receipts	<u>4012.13</u>	<u>9387.17</u>

Statement of Assets and Liabilities

Current Assets		
Building Society Account	27689.27	27483.15
Bank Current Account	39537.8	35213.1
	67227.07	62696.25
Represented by:		
Revenue reserve b/fwd	62696.25	51397.31
Profit/Loss for the year	4012.13	9387.17
cashd cheque from 18/19	-648.17	648.17
Prepayment of Fees 18/19	-1263.6	1263.6
Maternity pay to be refunded	-2278.94	
Prepayment of Fees 19/20	18.2	
unpaid invoice 19/20	33.83	
Prepayment of EYE Funding 20/21	4657.37	
	67227.07	62696.25

Rising Fives Pre-School Group

Trustees' Annual Report and Accounts for the year ended 31st August 2020

Independent Examiner

Sarah Butler
58 Knight Street
Basingstoke
Hants RG21 8AX

Bankers

HSBC
Newbury Street
Whitchurch


Notes to the accounts

Accounting policies

The receipts and payments account has been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as received by the charity or as cheques are drawn.

The receipts and payments account and statement of assets and liabilities have been prepared following the guidance for smaller charities issued by the Charity Commission.

Approved by the board of trustees on



.....
Natalie Etherington, Secretary, Management Trustees of Rising Fives Pre-school Group

Rising Fives Pre-School Group

Trustees' Annual Report and Accounts for the year ended 31st August 2020

Independent Examiners Report to the Trustees of the Rising Fives Pre-School Group

I report on the accounts of the Charity for the year ended 31st August 2020, which are set out on pages 1 to 8.

Respective Responsibilities of 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:

1. to examine the accounts under section 145 of the 2011 Act;
2. 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
3. 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Sarah Butler 

Date 14/6/2021