



## Trustees Report for 2020

Welcome everyone and thank you so much for taking the time out to attend our AGM. I'm Laura Barwood and this is my fifth year on the pre-school committee. I signed up shortly after my oldest son Thomas joined pre-school in 2016. After a year on the committee, I was elected as Chair.

### **Staff**

Over the past academic year, we have welcomed a new member of staff to our team. She started initially supporting us in a supply teaching role, before becoming a permanent member of staff.

A huge recognition of thanks must be made to our staff this year, who have continued to strive to provide the absolute best childcare for our children, despite spending the entire year and more, living in a global pandemic. Enormous thanks to our manager who has led the team brilliantly through what has been an extremely difficult period.

We welcomed back one of our volunteers a few months ago and her support has helped the staff and children enormously. We are hoping to welcome more volunteers back in September.

We think of our staff as our most valuable asset and their professional development is key to us keeping up to date with the latest advice and ideas. We link staff training with our Self Evaluation Form to ensure we are always striving to improve further. This year, all our staff have completed training on the new EYFS curriculum including courses such as 'Playful Pre-Schoolers' and 'Terrific Twos'. Additionally, individual staff members have attended Lead and Generalist Safeguarding courses, Early Help Assessment, Prevent Duty, SENCO, Oral Health, Self-Regulation and Neglect and Abuse Awareness. All staff also completed 'Allergy wise' training and will also be trained by our committee member Jill Petersen on the Wellcomm speech and language assessment tool in September.

### **Committee**

You may already know that as the pre-school is a charity, we are required to have a board of trustees. Becoming a committee member means you are also a trustee to the charity. The current committee members are myself, Jill Petersen, Jeni Burnell, Alex Tainsh, Mary Totman, Emily Dytor and Jim Goad who has recently joined us. I want to take this opportunity to say a massive thank you to all the committee for their constant support and hard work. Everyone leads busy lives, but you all found time to devote to Pre-School. Every year provides different and varied things to focus on. The past 16 months has certainly been different!

### **Enrolment figures**

WE currently have 30 children on roll. 17 of these children will be moving on to the school at the end of this academic year. If Enstone Pre-School re-opens, we may have 2 more who move back there. As it stands, 11 remain for September as well as 6 confirmed new joiners and still some outstanding enquiries. We are waiting to see if Little Monkeys adjust their rule of only attending one setting as this may also mean some children come back to us on a part-time basis. We had 18 children with us last September initially, so we are in a similar position this year.

## **Building Update**

Our building is owned by the Charlbury Exhibition Foundation, who are also a charity. They come and inspect the building regularly and we as the tenants are responsible for its upkeep. The maintenance of an old building can be quite time consuming, and we are always looking for able parents to support us with this. Thank you to all the parents who have given up their time freely this year to assist with this.

## **Extra curricular**

Since March 2020, our extra-curricular activities have been paused to maximise everyone's safety. Happily, this half term our oldest Pre-School children started attending Little Wild Things again and this will continue in September for all our children remaining.

## **Grants**

Last year, we received a grant from the Town Council to take the children on a school trip and this year for some outdoor storage units to replace the grey filing cabinets under the lean-to area. We are waiting to hear back from the Blenheim Bursary Fund. This application was for the outdoor resources linked to gardening.

## **Donations**

A Special thanks to other parents who have given up their time and money to support Pre-School this year. Funding from the government and fees alone do not cover the cost of running the setting so any extra help is gratefully received.

## **Friends of Pre-School**

Each year when the children leave us, we ask if we can stay connected by sending you the occasional email from the committee. We are not allowed to hold on to your details so they will all be deleted from our system but if you ask us to remain a friend, we can keep your email in a separate file until you tell us differently.

## **Fundraising**

Fundraising has been incredibly difficult over the past year and we've really had to think outside the box. We had successful virtual Sushi-oke event, online Mumble Jumble Sale, a Just Giving Page and Amazon Smile.

## **Finance**

Although Pre-School made a trading loss of £5114, with fundraising, donations, and grants there was an overall profit of £805.

Contributing factors to this was the reduction in Council Rates and the deferral of 3 months' rent, to be repaid in 2 equal amounts across 6 months in 2021. Our landlords were very supporting with this.

Fees – the decrease in turnover was due to a combination of lower intake of children and the closure of the setting for just over 3 months due to the national lockdown. However, for the duration of the lockdown we were still able to claim for funded hours from the Government, which significantly kept the decrease to a minimum.

Wages – were slightly lower due to operating from September with only 2 staff on Fridays due to low numbers of children attending.

Throughout the lockdown period, all staff were paid in full.

Although we were not entitled to claim full furlough for all the staff whilst receiving the Government funding, we were able to claim a percentage - £3070.

Staff also undertook various training courses (Going beyond Gold, Safeguarding, Prevent, 1<sup>st</sup> Aid, Yoga) totaling 79 hours outside of their normal working hours. Pre-School supported this training by paying c.£718 for the extra hours worked.

Although the reserves have been designated, they are all unrestricted and can be included in the general fund and drawn down when there is significant shortfall in income due to low session use.

The Pre-School has no significant liabilities except for the ongoing lease and building payments.

**Charity Number 273783**

**CHARLBURY PRE-SCHOOL**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2020**

# CHARLBURY PRE - SCHOOL

## PROFIT & LOSS ACCOUNT FOR THE YEAR ENDING 31ST DECEMBER 2020

	2020		2019	
	£	£	£	£
<b><u>INCOME</u></b>				
Fees:		67303		72685
<b><u>EXPENDITURE</u></b>				
Wages	52766		53156	
Rent	7875		10500	
Employers Pension	1441		1797	
General rates	489		1248	
Repairs and Maintenance	39		558	
Supplies and Materials See note 1	1005		1567	
Educational Resources	256		3865	
Depreciation	295		250	
Gas & Electricity	1718		2847	
Stationery & Postage	386		951	
Telephone	638		653	
Insurance PPA	853		843	
Building Insurance	1322		1297	
Training costs	523		525	
Milk	99		173	
Dance Sessions	200		785	
French Sessions	150		850	
Pre-School Trips	0		150	
Cleaning	432		685	
Sundry See note 2	1930		2432	
		72417		85132
<b>TRADING PROFIT/(LOSS)</b>		<b>-5114</b>		<b>-12447</b>
<b><u>SUNDRY INCOME</u></b>				
Lettings Parties	0		0	
Other	0		0	
Interest Received	148		134	
Miscellaneous Sales	0		0	
Miscellaneous Income	0		0	
Fund Raising Events:-				
General See note 3	1659		5331	
Donations Received	512		167	
Grants Received See note 4	3600		4338	
		5919		9970
<b><u>NET PROFIT/LOSS</u></b>		<b>805</b>		<b>-2477</b>

# CHARLBURY PRE-SCHOOL

## BALANCE SHEET AS AT 31 DECEMBER 2020

		2020		2019	
<b>Fixed Assets</b>	£	£	£	£	£
Tangible Assets See Note 5			6945		7240
<b>Current Assets</b>					
Stock	0		0		
Debtors	0		0		
Prepayments and Accruals	9353		10819		
Cash at Bank and in Hand	30191		27281		
		39544		38100	
<b>Current Liabilities</b>					
Creditors					
PAYE & NI	1153		809		
Accruals					
Playscheme Loan	1000		1000		
		2153		1809	
Current Assets less Current Liabilities		37391		36291	
<b>NET ASSETS</b>		<b>44336</b>		<b>43531</b>	

### Reserves

General Fund Balance	18462	20939
Transfers to Buildings Reserve		
Transfer to Closure Reserve		
Transfer to New Equipment Reserve		
Transfer to Training Reserve		
Transfer to SEN Reserve		
Transfer to Playground Reserve		
Profit/Loss in Year	805	(2,477)
	19267	18462
Building Repairs Reserve	3500	3500
Closure Reserve	12000	12000
New Equipment Reserve	5000	5000
Training Reserve	2000	2000
SEN Reserve	2000	2000
Playground Reserve	569	569
	<b>44336</b>	<b>43531</b>

**CHARLBURY PRE-SCHOOL**  
**YEAR ENDED 31 DECEMBER 2020**

**NOTES TO THE ACCOUNTS**

**NOTE 1 - Supplies & Materials**

Session Sundries/Equipment	463
Fruit/snack	473
Art Material	69
<b>TOTAL</b>	<b><u>1005</u></b>

**NOTE 4 - Grants Received**

HMRC JRS Grant (furlough)	3070
Charlbury Town Council	420
OCC - PPE	50
Charlbury Horticultural Society	60
<b>TOTAL</b>	<b><u>3600</u></b>

**NOTE 2 - Sundry Expenses**

Misc Expenses	73
DBS Checks	170
WODC (waste)	203
Ofsted Registration	50
Chubb Fire Check	90
PAT Test	50
Website Hosting etc	58
Tracking Tool	60
Supply Staff	58
Staff Resources	61
PPE	94
Window Cleaner	180
Cleaning Materials	198
LWT (last year)	438
Leavers / Xmas Gifts	147
<b>TOTAL</b>	<b><u>1930</u></b>

**NOTE 5 - Tangible Fixed Assets**

Fixtures and fittings	15659
Office Equipment	<u>1767</u>
	17426
<b>Depreciation</b>	
at 1st January 2020	10186
Charge for year	295
At 31st December 2020	<u>10481</u>
<b>Net Book Value</b>	
at 31st December 2020	<b><u>6945</u></b>

**NOTE 3 - Fund Raising Events**

Bandeoke Returns	445
Dash Xmas Cards	27
Easy Fundraising	19
Xmas Challenge	1168
<b>TOTAL</b>	<b><u>1659</u></b>

# CHARLBURY PRE-SCHOOL

## FIXED ASSETS

<b>B/F 01/01/2020</b>	Date of Purchase	COST £	Accumulated Depreciation	Depreciation yrs	Depreciation £	NBV £
<b>Fixtures and Fittings</b>						
Tables/Bookcases		525.30	525.30			0
Water/Sand Tray		199.16	199.16			0
Tables & Chairs		242.17	242.17			0
Vacuum Cleaner		94.00	94.00			0
Fire Extinguisher		90.05	90.05			0
Play House Furniture		565.76	565.76			0
Fire Extinguisher		175.08	175.08			0
Totals B/F		1891.52	1891.52			0
<b>ADDITIONS</b>						
Office Fire Extinguisher	Jul-99	167.44	167.44			0
Filing Cabinet	Sep-99	101.91	101.91			0
Fridge & Freezer	Sep-99	388.97	388.97			0
Chairs	Aug-03	250.28	250.28			0
Vacuum Cleaner	Oct-04	86.97	86.97			0
Shed	Jul-06	200.00	200.00			0
Nursery Chair	Oct-06	45.02	45.02			0
Storage Cabinets	Apr-07	443.56	443.56			0
Wendy House	Nov-07	586.00	586.00			0
Picnic Tables	Mar-08	326.18	326.18			0
Fire Extinguisher	Jun-08	148.76	148.76			0
Settee	Jul-08	151.57	151.57			0
Puzzle Mat	Oct-08	230.30	230.30			0
Freezer	Apr-09	109.99	109.99			0
Laptop	Dec-09	420.90	420.90			0
Compact Easel	Feb-10	259.95	178.49		15.00	81.46
Laptop	Mar-10	510.00	510.00			0
Bench	Apr-10	31.49	31.49			0
Printers x2	Sep-10	79.98	79.98			0
Pavilion	Sep-11	5220.00	711.00		50.00	4509.00
Display Unit	Nov-11	239.94	153.99		15.00	85.95
Shed	Dec-11	199.95	109.99		10.00	89.96
Play Loft	Dec-11	2500.00	575.00		50.00	1925.00
Storage Units	Jun-12	219.28	140.00		20.00	79.28
Cooker	Jan-13	434.95	350.00		50.00	84.95
Storage Unit	Mar-13	103.40	70.00		10.00	33.40
Magnetic Board	Sep-13	195.54	140.00		20.00	55.54
Outside Storage	Dec-13	115.05	115.05		55.05	0.00
<b>TOTALS</b>		<b>15658.90</b>	<b>8714.36</b>		<b>295.05</b>	<b>6944.54</b>
<b>Office Equipment</b>						
Computer and Printer		1265.48	1265.48			0
Photocopier		501.13	501.13			0
<b>TOTALS</b>		<b>1766.61</b>	<b>1766.61</b>			<b>0</b>
		17425.51	10480.97			



# **Charlbury Pre-School**

## **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:
  - a) to keep accounting records, and
  - b) to prepare accounts which accord with the accounting recordshave 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.