

Potterspury Preschool

Annual Report to the Trustees including Financial Accounts

Year Ended 31 July 2023

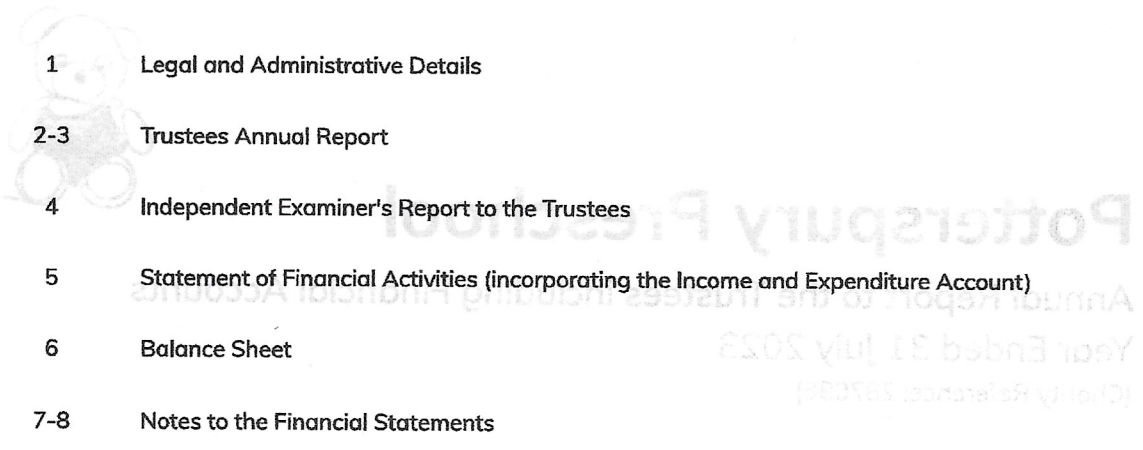
(Charity Reference: 287096)



Potterspurv Preschool (Charity Reference: 287096)

Contents

Year Ended 31 July 2023

- 
- 1 Legal and Administrative Details
 - 2-3 Trustees Annual Report
 - 4 Independent Examiner's Report to the Trustees
 - 5 Statement of Financial Activities (incorporating the Income and Expenditure Account)
 - 6 Balance Sheet
 - 7-8 Notes to the Financial Statements

Potterspurpy Preschool (Charity Reference: 287096)

Legal and Administrative Details

Year Ended 31 July 2023

Registration details

Potterspurpy Pre-school is a Voluntary Managed Early Years setting, registered with OFSTED under registration number 219968 and with the Charities Commission under reference 287096.

Address

C/O John Hellins Primary School,
Brownswood Drive,
Potterspurpy,
Towcester,
Northants,
NN12 7PG.

Trustees

Our Management Committee (Trustees) are elected at our AGM, that usually takes place in June or July each year. We have a minimum of 5 trustees, including Chair, Treasurer and Secretary, and up to 12, elected at the AGM, with the option to co-opt 3 more during the year.

Current Trustees/Committee members are:

Officers

Judy Holt (Chair)

Amanda Gibb (Secretary)

Nic Sorrell (Treasurer)

Ordinary members

Victoria Wale

Jennifer Chilton

Amy Johnson

Thomas Johnson

Liza Dempsey-Vicent

Toni Holland

Potterspurpy Preschool (Charity Reference: 287096)

Trustees Report

Year Ended 31 July 2023

Activities and objectives

As a summary of our "extra curricular" activities over the year, we have held 3 stay and play sessions which have been a great success allowing current parents to see what their children are up to during the day and for new prospective parents to see what we are all about. We have arranged two trips away from the setting, one to Salcey Forest, and one to Rookery Farm. These have been a great opportunity for our children to explore different environments. We were also pleased to be able to visit the church on a couple of occasions, one being our Christmas performance where family and friends were also able to come and watch. We again took a number of our older children to Forest School this year, in conjunction with Acorn.

Our day to day routines involve getting out and about as much as possible, splashing in puddles, building snowmen, visiting the horses, and exploring the village. In the better weather we have also enjoyed exploring all things nature from painting flowers, exploring frogs and bug hunting. Within the setting we have made good use of our garden, that we upgraded over the summer holiday, and can now spend time using the large mud kitchen, sand pit, building area, bird feeding station and bug hunting zone along with opportunities for water play, painting and developing motor skills. Indoors there are similar opportunities for learning through play, along with practical activities like cooking, practising skills like chopping and mixing, and building amazing structures through junk modelling.

We have reintroduced Makaton signing this year, where each week we have been teaching the children new signs including emotions, manners, signs to songs and other simple words about stories we have read or interests the children have.

We currently have one member of staff working on a 1:1 basis with a child to help them flourish within the setting.

We are delighted that Jo, our SENDCo, has achieved her Level 3 SENDCo qualification.

In the coming year we are looking to continually improve the offering we provide for our children, and believe this will be enhanced by the Hygge Accreditation training we will be undertaking as a whole setting. We will continue with our stay and play sessions for current and prospective parents. We are planning to extend our wraparound sessions so that the After-School club runs for a full hour Monday to Thursday, matching the After-School Club hours at the Primary School, and also to offer sessions for Reception children, while they are not yet in school full time and to allow them to attend our After-School club, therefore giving better options and flexibility for working parents in our community.

Potterspurty Preschool (Charity Reference: 287096)

Trustees Report

Year Ended 31 July 2023

Accounts

The 2022-2023 financial year has proven to be equally, if not more, challenging than the previous one.

Completing a three year comparison, although not totally representative as 2020-21 was significantly impacted by Covid closures and a slow recovery, while financial support was received from the local authority to maintain our funding income, it does show that our overall income from government funding and fees has increased slightly. However, outgoings have, as in most sectors, also increased, but at a much higher rate.

Utilities, general consumables, insurance etc have all seen an increase in prices although we have been able to reduce our spending slightly in some areas, such as cleaning costs and staff training.

Some years ago, our preschool committee established a wage structure, which linked the staff hourly rate to the National Living Wage, by varying amounts dependent upon role and qualifications. With the April 2023 increase in the National Living Wage being around 10%, there was a discussion as to whether to adjust the formula. With recruitment and retention in early years being more difficult year on year, it was decided that we should keep the wage structure as set to maintain our competitive position in the market. This, along with negotiation on their starting in May 2023 of the wage our Manager and Deputy, has shown an increase in Wages outgoings of around 20% since the last financial year, with the associated pensions costs having more than doubled.

Taking all this into account, we have seen an operating loss for the financial year of nearly £15000, mitigated by a fundraising profit of just under £6000.

Some actions are being implemented, to attempt to return to a profitable position, and start to re-build our reserve funds. We have, regrettably, increased our fees from September 2023. Cleaning has been taken back in house, and we are looking to remove the cost of an external HR company, as it was not being used to full advantage for the cost implication.

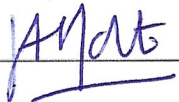
Reducing our costs and expenditure will be a primary focus during 2023-24, and beyond.

Reserves

Our reserves policy is to keep a reserve of approximately three months' operational costs, plus any staff redundancy liability. As at the end of this financial year, our reserve should be at £32,000. We have had to use reserve funds to cover our loss for the 2022-23 financial year, and our objective for the 2023-24 year and into the 2024-25 year if necessary, is to return to a break-even position on day-to-day operations and start to build the reserve back up to the correct figure.

Trustee Approval

The above report, and the annual accounts, were presented to the Committee/Trustees at a meeting held on Thursday 9th November 2023 and accepted by the Trustees.

Signed: 
Judy Holt (Chair)

Potterspurty Preschool (Charity Reference: 287096)
Independent Examiner's Report to the Trustees
Year Ended 31 July 2023

Independent Examiner's report to the Trustees of Potterspurty Preschool

I report on the accounts of the charity for the year ended 31 July 2023, which comprise of the Statement of Financial Activities, Balance Sheet and related notes.

This report is made solely to the Trustees, as a body, in accordance with Section 145(5)(b) of the Charities Act 2011. My work has been undertaken so that I might state to the Trustees matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trustees for my independent examination work, for this report, or for the statement I give below.

Respective responsibilities of Trustee and Examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 and that an Independent Examiner's report is needed. The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination.

Having satisfied myself that the charity is not subject to audit and is eligible for independent examination, it is my responsibility to:

- (1) examine the accounts under Section 145 of the Charities Act 2011;
- (2) to follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the Charities Act 2011; and
- (3) to state whether particular matters have come to my attention.

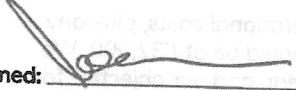
Basis of Independent Examiner's report

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 you 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 next statement.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by Section 130 of the Charities Act 2011; or
- (2) the accounts do not accord with those records.

Signed: 

Lars Swann FMAAT, ACIPP

Managing Partner

The Bean Counters Accountants LLP

79 Kentons Lane, Windsor, Berkshire, SL4 4JH

Potterspurty Preschool (Charity Reference: 287096)
Statement of Financial Activities (incorporating the Income and Expenditure Account)
Year Ended 31 July 2023

		Unrestricted Funds	Restricted Funds	Total Funds Year Ended 31-Jul-2023	As restated Total Funds Year Ended 31-Jul-2022
	Note	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	1	0	0	0	0
Activities for generating funds	2	6,311	0	6,311	4,973
Investment income	3	0	0	0	0
Incoming resources from charitable activities	4	79,797	0	79,797	76,190
TOTAL INCOMING RESOURCES		86,108	0	86,108	81,163
RESOURCES EXPENDED					
Generating funds	5	758	0	758	923
Charitable activities	6	90,931	0	90,931	86,752
Governance costs	7	2,258	0	2,258	828
TOTAL RESOURCES EXPENDED		93,947	0	93,947	88,503
NET INCOMING RESOURCES FOR THE YEAR		(7,839)	0	(7,839)	(7,340)
RECONCILIATION OF FUNDS					
Total funds brought forward		34,852	0	34,852	38,874
Prior year adjustment		0	0	0	3,318
Total funds brought forward, as adjusted		34,852	0	34,852	42,192
TOTAL FUNDS CARRIED FORWARD		27,014	0	27,014	34,852

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

Potterspury Preschool (Charity Reference: 287096)
 Balance Sheet
 Year Ended 31 July 2023

			31-Jul-2023	As restated 31-Jul-2022
	Note		£	£
CURRENT ASSETS				
Debtors	8		0	596
Cash at bank			27,586	36,288
			<u>27,586</u>	<u>36,883</u>
CREDITORS: Amounts falling due within one year				
	9		(573)	(2,031)
NET ASSETS			<u>27,014</u>	<u>34,852</u>
FUNDS				
Unrestricted income funds			0	0
Restricted income funds			27,014	34,852
TOTAL FUNDS			<u>27,014</u>	<u>34,852</u>

The Statement of Financial Activities includes an analysis of gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

Potterspurvy Preschool (Charity Reference: 287096)

Notes to the Financial Statements

Year Ended 31 July 2023

1. VOLUNTARY INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 31-Jul-2023	Total Funds 31-Jul-2022
	£	£	£	£
Donations	0	0	0	0

2. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 31-Jul-2023	Total Funds 31-Jul-2022
	£	£	£	£
Fundraising	6,311	0	6,311	4,973

3. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 31-Jul-2023	Total Funds 31-Jul-2022
	£	£	£	£
Bank interest receivable	0	0	0	0

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 31-Jul-2023	Total Funds 31-Jul-2022
	£	£	£	£
Fees	21,136	0	21,136	21,649
Funding and grants	54,391	0	54,391	51,787
SEND funding	2,464	0	2,464	624
SEND notional funding	1,099	0	1,099	610
EYPP funding	707	0	707	1,521
	<u>79,797</u>	<u>0</u>	<u>79,797</u>	<u>76,190</u>

5. COSTS OF GENERATING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 31-Jul-2023	Total Funds 31-Jul-2022
	£	£	£	£
Fundraising	758	0	758	923

6. COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 31-Jul-2023	Total Funds 31-Jul-2022
	£	£	£	£
Staff salaries, NI and pensions	74,555	0	74,555	62,709
Staff training	25	0	25	600
Insurance	1,723	0	1,723	1,598
Repairs and maintenance	746	0	746	2,213
Utilities (electricity, gas and water)	2,083	0	2,083	4,691
Cleaning	4,229	0	4,229	4,601
Household supplies	344	0	344	105
Office expenses	1,175	0	1,175	1,063
Telephone and internet	639	0	639	561
Children's extra-curricular activities	1,744	0	1,744	1,339
Children's resources and equipment	2,981	0	2,981	5,902
Subscriptions	408	0	408	312
Bank charges	50	0	50	56
Sundry expenses	229	0	229	1,003
	<u>90,931</u>	<u>0</u>	<u>90,931</u>	<u>86,752</u>

Potterspurty Preschool (Charity Reference: 287096)

Notes to the Financial Statements

Year Ended 31 July 2023

7. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 31-Jul-2023 £	Total Funds 31-Jul-2022 £
Consultancy	2,258	0	2,258	828

8. DEBTORS

	31-Jul-2023 £	As restated 31-Jul-2022 £
Trade debtors	0	596

9. CREDITORS: Amounts falling due within one year

	31-Jul-2023 £	As restated 31-Jul-2022 £
Trade Creditors	0	1,275
PAYE & NI	334	439
Pensions	238	317
	<u>573</u>	<u>2,031</u>

10. PRIOR YEAR ADJUSTMENTS

Following the appointment of a new Treasurer in May 2024, it was identified that some errors had been recorded in the accounts historically. It was determined that these errors had a material impact on the accounts and on the reserves of the charity and as such a prior year adjustment has been made to correct these errors.

The errors involved incorrect treatment of VAT, and some misposting errors regarding Statutory Maternity Pay, furlough grants and staff pensions.

As a result of these corrections, the reserves brought forward at 1 August 2022 have been increased by £3,318.

With the new Treasurer and additional committee members on-board, we are confident that these errors will not occur again.