

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 August 2021
for
First Stop Preschool

Simply Accounts & Tax Limited
Epsilon House
Ransomes Europark
Ipswich
Suffolk
IP3 9FJ

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for the Year Ended 31 August 2021

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First Stop Preschool

Report of the Trustees for the Year Ended 31 August 2021

The trustees present their report with the financial statements of the charity for the year ended 31 August 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objective of the charity is to advance the education of children below compulsory school age in and around the district of Trimley St Mary.

This year, in order to meet its objective, the preschool has provided 62 children with between two and five half-day sessions each per week within a safe, secure and stimulating environment. Careful planning of staffing levels has ensured that each individual child benefited from the support they required in order to develop their potential at their own pace.

Sessions have been carefully planned so that children attending preschool will, by the time they reach school age, have had the opportunity to achieve the desirable learning outcomes set out by the Early Years Foundation Stage (EYFS 2017) and can progress with confidence. In spite of the Covid-19 lockdown beginning on 23 March, First Stop remained open for Key Worker children whilst there was a demand and during this period of disruption and uncertainty provided a safe and nurturing environment for children, whilst still providing appropriate play activities and a high level of adult input the following seven areas of learning, as set by the EYFS:

Prime Areas:

Personal, Social and Emotional Development
Physical development
Communication and Language

Specific Areas:

Literacy
Mathematics
Understanding the World
Expressive Arts and design

OBJECTIVES AND ACTIVITIES

Significant activities

September 2020

A Covid risk assessment was carried out and it was decided to continue to have parents drop off and collect children at the school gates and for everybody over 12 to wear a mask whilst on the school grounds.

October 2020

Rob Sambrook Photography came in for the day to take individual and family photographs with booked time slots. The preschool earned more than £200 in commission from the orders the parents made.

November 2020

The staff dressed up in red and sold lollies for the Poppy Appeal and raised £40 which was donated to the Poppy Appeal;

We also dressed up for Children in Need and made cakes. We raised £50 which we donated to Children in Need.

December 2020

Two Christmas parties were held at the Preschool - one in the morning for the morning session children and an afternoon party for the afternoon session children. The children decorated biscuits, played games and received a gift from Father Christmas.

March 2021

The AGM was held online.

The children dressed up for World Book Day.

The staff dressed up for Comic Relief and raised £70 which was donated to Comic Relief.

April 2021

For St Georges Day the children made pizza flags.

May 2021

The Preschool took part in Pyjamarama coming into the preschool in our PJ's. We had a book raffle which raised £80, £40 of which was donated to the Book Trust. The remaining £40 was used to buy an outdoor book rack for the Preschool.

June 2021

We had live caterpillars from Insect Lore and watched them transform into butterflies before releasing them in the garden.

July 2021

We held a leavers party for the children going to school at Trimley St Martin Memorial Hall with a magician.

Throughout the year we used our closed Facebook group to give parents/carers information, activity and game ideas for the home.

ACHIEVEMENT AND PERFORMANCE

The Preschool continues to invest in staff training, particularly Food hygiene, First aid and Safeguarding and continues to abide by the set policies covering Admissions, Behaviour Management Safeguarding, Complaints, Confidentiality, Equal opportunities, Health & Hygiene, Parental Involvement, Safety, Special Needs, Staffing, Employment and Student Placements.

In spite the challenges of the pandemic the Preschool has been able to manage itself in accordance with budgets set and continues to receive positive feedback from parents on the services it provides. The success of the Preschool is due to the high quality of care and educational stimulation provided by the Preschool staff, in particular the Manager who receives the support of the Finance Administrator, Management and Custodial Trustees.

FINANCIAL REVIEW

Reserves: Unspent income of £127,098 in the bank as at 31 August 2021 these funds being adequate to ensure that the charity is able to meet all current and known liabilities and to guarantee the high quality of service required.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Organisational structure

The Custodian Trustees have been in contact throughout the year, were present at the AGM and met once at the end of the financial year.

The Management Trustees met on five occasions during the year to deal with the general day to day running of the Preschool, and sub committees met on other occasions for specific purposes (e.g. carnival organisation).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

292446

Principal address

2 Guston Gardens
Kirtton
Suffolk
IP10 0PN

Trustees

By agreement of all present at the AGM held on 8 March 2021 the following people were re-elected:

Holding (custodian) trustees

Sarah Banham (chair)

Lorinda Hall

Management Trustees (Committee)

Sarah Banham

Adam O'Connor

Laura Skeffington

Aimee Winterbone

Sharon Bennett (Nominated OFSTED individual)

New Management Trustees

Amanda Erskine

Nadine Jehan

Lysette Filby

Independent Examiner

Simply Accounts & Tax Limited

Epsilon House

Ransomes Europark

Ipswich

Suffolk

IP3 9FJ

First Stop Preschool

Report of the Trustees
for the Year Ended 31 August 2021

Approved by order of the board of trustees on and signed on its behalf by:

.....
Trustee

Independent examiner's report to the trustees of First Stop Preschool

I report to the charity trustees on my examination of the accounts of First Stop Preschool (the Trust) for the year ended 31 August 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

S D Sturman
FCCA
Simply Accounts & Tax Limited
Epsilon House
Ransomes Europark
Ipswich
Suffolk
IP3 9FJ

Date:

Statement of Financial Activities
for the Year Ended 31 August 2021

	Notes	31.8.21 Unrestricted funds £	31.8.20 Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
General Activities		107,568	109,801
Other trading activities	2	200	725
Investment income	3	2	148
Total		<u>107,770</u>	<u>110,674</u>
 EXPENDITURE ON			
Raising funds	4	-	600
Charitable activities			
General Activities		103,184	99,289
Total		<u>103,184</u>	<u>99,889</u>
 NET INCOME		<u>4,586</u>	<u>10,785</u>
 RECONCILIATION OF FUNDS			
Total funds brought forward		265,327	254,542
 TOTAL FUNDS CARRIED FORWARD		<u><u>269,913</u></u>	<u><u>265,327</u></u>

First Stop Preschool

Balance Sheet

31 August 2021

	Notes	31.8.21 Unrestricted funds £	31.8.20 Total funds £
FIXED ASSETS			
Tangible assets	8	143,000	143,000
CURRENT ASSETS			
Debtors	9	-	120
Cash at bank and in hand		127,098	122,437
		<u>127,098</u>	<u>122,557</u>
CREDITORS			
Amounts falling due within one year	10	(185)	(230)
NET CURRENT ASSETS		<u>126,913</u>	<u>122,327</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>269,913</u>	<u>265,327</u>
NET ASSETS		<u>269,913</u>	<u>265,327</u>
FUNDS	11		
Unrestricted funds		<u>269,913</u>	<u>265,327</u>
TOTAL FUNDS		<u>269,913</u>	<u>265,327</u>

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

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

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued
for the Year Ended 31 August 2021

2. OTHER TRADING ACTIVITIES

	31.8.21	31.8.20
	£	£
Fundraising events	-	500
Photographs - commission	200	225
	<u>200</u>	<u>725</u>

3. INVESTMENT INCOME

	31.8.21	31.8.20
	£	£
Deposit account interest	2	148
	<u>2</u>	<u>148</u>

4. RAISING FUNDS

Raising donations and legacies

	31.8.21	31.8.20
	£	£
Support costs	-	600
	<u>-</u>	<u>600</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2021 nor for the year ended 31 August 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2021 nor for the year ended 31 August 2020.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.8.21	31.8.20
Employees (full and part time)	-	10
	<u>-</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME AND ENDOWMENTS FROM	
Charitable activities	
General Activities	109,801
Other trading activities	725
Investment income	148
Total	110,674
EXPENDITURE ON	
Raising funds	600
Charitable activities	
General Activities	99,289
Total	99,889
NET INCOME	10,785
RECONCILIATION OF FUNDS	
Total funds brought forward	254,542
TOTAL FUNDS CARRIED FORWARD	265,327

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Building £	Shed £	Canopy £	Totals £
COST					
At 1 September 2020 and 31 August 2021	16,500	110,000	3,000	13,500	143,000
NET BOOK VALUE					
At 31 August 2021	16,500	110,000	3,000	13,500	143,000
At 31 August 2020	16,500	110,000	3,000	13,500	143,000

Fixed asset traditional were not depreciated under the receipts and payments method. Having changed to accruals, the charity has continued not to depreciate its assets for consistency.

Notes to the Financial Statements - continued
for the Year Ended 31 August 2021

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.21	31.8.20
	£	£
Trade debtors	-	120
	<u> </u>	<u> </u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.21	31.8.20
	£	£
Trade creditors	1	121
Taxation and social security	184	109
	<u> </u>	<u> </u>
	<u>185</u>	<u>230</u>

11. MOVEMENT IN FUNDS

	At 1.9.20	Net movement in funds	At 31.8.21
	£	£	£
Unrestricted funds			
General fund	265,327	4,586	269,913
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>265,327</u>	<u>4,586</u>	<u>269,913</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	107,770	(103,184)	4,586
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>107,770</u>	<u>(103,184)</u>	<u>4,586</u>

Notes to the Financial Statements - continued
for the Year Ended 31 August 2021

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.9.19 £	Net movement in funds £	Transfers between funds £	At 31.8.20 £
Unrestricted funds				
General fund	249,149	9,976	665	259,790
Building restoration	2,500	-	1,000	3,500
Outdoor play area	65	-	(48)	17
SCC additional special grants	2,228	-	(345)	1,883
Pupil Premium	600	809	(1,272)	137
	<u>254,542</u>	<u>10,785</u>	<u>-</u>	<u>265,327</u>
TOTAL FUNDS	<u>254,542</u>	<u>10,785</u>	<u>-</u>	<u>265,327</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	109,865	(99,889)	9,976
Pupil Premium	809	-	809
	<u>110,674</u>	<u>(99,889)</u>	<u>10,785</u>
TOTAL FUNDS	<u>110,674</u>	<u>(99,889)</u>	<u>10,785</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2021.

Detailed Statement of Financial Activities
for the Year Ended 31 August 2021

	31.8.21 £	31.8.20 £
INCOME AND ENDOWMENTS		
Other trading activities		
Fundraising events	-	500
Photographs - commission	200	225
	<hr/>	<hr/>
	200	725
Investment income		
Deposit account interest	2	148
Charitable activities		
Fees - parents	9,713	10,310
Fees - Government	96,945	94,987
Fees - special needs	904	-
SCC additional grant	-	4,434
Donations	6	70
	<hr/>	<hr/>
	107,568	109,801
Total incoming resources	<hr/>	<hr/>
	107,770	110,674
EXPENDITURE		
Charitable activities		
Wages	91,080	88,037
Pensions	679	-
Rates	112	-
Insurance	1,436	1,375
Light, heat and water	1,099	847
Advertising and fundraising	147	147
Housekeeping and consumables	1,574	1,151
Toys, books and equipment	2,464	2,371
Gifts to leavers and staff	245	392
Maintenance and renovation	591	2,602
Training, courses and T Shirts	1,100	753
Uniforms	-	114
Sundry expenses	46	13
Travel	-	8
Subscriptions	-	130
Licences, registrations & DBS	863	615
	<hr/>	<hr/>
	101,436	98,555
Support costs		

Detailed Statement of Financial Activities
for the Year Ended 31 August 2021

	31.8.21 £	31.8.20 £
Support costs		
Management		
Postage and telephone	663	452
Stationery, printing & copying	485	282
	<hr/>	<hr/>
	1,148	734
 Governance costs		
Accountancy and legal fees	600	600
	<hr/>	<hr/>
Total resources expended	103,184	99,889
	<hr/>	<hr/>
Net income	4,586	10,785
	<hr/> <hr/>	<hr/> <hr/>